



**DISTRICT OF HUDSON'S HOPE  
AGENDA - REGULAR COUNCIL MEETING**

Council Chambers  
November 14, 2023  
6:00 pm

**First Nations Acknowledgement**

**The District of Hudson's Hope would like to respectfully acknowledge that the land on which we gather is in the traditional territory of the Treaty 8 First Nations.**

---

**1. Call to Order:**

**2. Dedication Page:**

**3. Delegations:**

D1 Beattie Park Clock Committee

**4. Notice of New Business:**

Mayor's List:  
Councillors Additions:  
CAO's Additions:

**5. Adoption of Agenda by Consensus:**

**6. Declaration of Conflict of Interest:**

**7. Adoption of Minutes:**

M1 Special Council Minutes – October 18, 2023 Page 4

M2 Regular Council Minutes – October 23, 2023 Page 6

**8. Business Arising from the Minutes:**

**9. Public Hearing:**

PH1 Temporary Commercial Use Permit – Valerie Jeanne Paice Page 15

**10. Staff Reports:**

|     |  |         |
|-----|--|---------|
| SR1 | Bill 31 – Emergency and Disaster Management Act              | Page 38 |
| SR2 | Code of Conduct for Council                                  | Page 41 |
| SR3 | 2024 NCLGA Membership Renewal and Conference Authorization   | Page 44 |
| SR4 | NDIT Grant Application – Business Façade Improvement Program | Page 47 |
| SR5 | Christmas Eve and New Year's Eve Office Hours                | Page 56 |
| SR6 | Temporary Commercial Use Permit Application                  | Page 58 |

**11. Committee Meeting Reports:**

**12. Bylaws**

|    |  |         |
|----|--|---------|
| B1 | Election and Assent Voting Bylaw No. 940, 2023 | Page 60 |
|----|--|---------|

**13. Correspondence:**

|    |  |         |
|----|--|---------|
| C1 | BC Hydro Breakfast with Santa Donation Request     | Page 75 |
| C2 | Christmas Carol Booklet Invite to Participate      | Page 76 |
| C3 | House of Hope Community Church - Letter of Support | Page 78 |
| C4 | Hope for Health Society - Letter of Support        | Page 79 |

**14. Reports by Mayor & Council**

|     |                             |         |
|-----|-----------------------------|---------|
| CR1 | Ellis Crescent Speed Review | Page 80 |
|-----|-----------------------------|---------|

**15. Old Business:**

| DIARY   | Diarized |
|---|----------|
| » Commercial Water Rate Increase-annual budget Consideration      | 2019     |
| » ATV Campground – Naming / Memorial Plaque                       | 2022     |
| » Council Remuneration Policy                                     | 2023     |
| » Indigenous Cultural Safety and Cultural Humility Training Grant | 2023     |

**16. New Business:**

**17. Public Inquiries:**

**18. In-Camera Session**

ICSR Notice of Closed Session – November 15, 2023

Page 82

**19. Adjournment**



**SPECIAL COUNCIL MEETING**  
**District Office – Council Chambers**  
**October 18, 2023, 6:00 P.M.**

Present: Mayor Travous Quibell  
Councillor Debbie Beattie  
Councillor James Cryderman  
Councillor Tashana Winnicky  
Councillor Tina Jeffrey

Absent: Councillor KK Charlesworth (with notice)

Staff: Chief Administrative Officer, Crystal Brown  
Director of Protective Services, Fred Burrows  
Director of Public Works, Robert Dauphinee  
Corporate Officer, Andrea Martin

**1. CALL TO ORDER**

The meeting was called to order at 6:00 pm with Mayor Quibell presiding.

**2. ADOPTION OF AGENDA BY CONSENSUS**

**3. DECLARATION OF CONFLICT OF INTEREST**

**4. IN-CAMERA SESSION**

**ICSR1 NOTICE OF CLOSED SESSION – OCTOBER 18, 2023**

**RESOLUTION NO. 179 / 2023**

**M/S Councillors Beattie / Cryderman**

**THAT** Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda Item ICSR1** - *Community Charter* Section 90(1)(g), litigation or potential litigation affecting the municipality, and
- **Agenda Item ICSR2** - *Community Charter* Section 90(1)(c) and 90(1)(d), labour relations or other employee relations, and the security of the property of the municipality.

## **5. ADJOURNMENT**

Mayor Quibell reconvened the open meeting to the public and adjourned at 6:40 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE SPECIAL MEETING OF COUNCIL  
HELD WEDNESDAY, OCTOBER 18, 2023.

---

Travous Quibell, Mayor

---

Andrea Martin, Corporate Officer



**REGULAR COUNCIL MEETING**  
**District Office – Council Chambers**  
**October 23, 2023, 6:00 P.M.**

- Present:** Mayor Travous Quibell  
Councillor Debbie Beattie  
Councillor James Cryderman  
Councillor Tashana Winnicky  
Councillor Tina Jeffrey
- Absent:** Councillor KK Charlesworth (with notice)
- Staff:** Chief Administrative Officer, Crystal Brown  
Director of Protective Services, Fred Burrows  
Director of Public Works, Robert Dauphinee  
Recreation Officer, Kelsey Shewfelt  
Recorder, Gerri Bird
- Delegations:** D1 Tom Ouellette, Lead, Community and Indigenous Engagement, Enbridge  
Jason Rowley, Supervisor Pipeline, Westcoast Transmission North  
Jason Gowda, Petroleum Landman, Enbridge
- D2 Marilyn Middleton - Garden of the Peace Cemetery
- Other:** There were six community members in the gallery.

**1. CALL TO ORDER**

The meeting was called to order at 6:00 pm with Mayor Quibell presiding.

**2. DEDICATION PAGE**

**3. DELEGATIONS**

**D1 ENBRIDGE – UPDATE ON PROJECT PLANS IN BC**

Tom Ouellette, Jason Rowley, and Jason Gowda presented to Council a brief outline of the work Enbridge has been doing in BC. Topics included:

- Westcoast Energy Inc., and Enbridge Inc. company owns and operates the natural gas transmission in BC referred to as the Westcoast system;
- The Westcoast system spans over 2,900 kilometers from near Fort Nelson to Gordondale, and then south to the Canada-US border;
- The gas transported by the Westcoast system is used to heat, homes, businesses, hospitals and schools, and is used for electric power generation;

- Economic impacts to BC in 2022 included 206 permanent and temporary employees, more than \$20.3 million in total wages, and \$67.2 million in property taxes;
- Enbridge's capital expenditures on items such as pipe steel, equipment purchases and replacement, system integrity-related investments, and capital leases, totaled \$341.7 million;
- The environmental, social and governance progress dashboard;
- Aspen Point Program - an expansion of the T-North section of its BC Pipeline system to serve growing regional demand for natural gas and west coast LNG exports;
- T-North extends from the Fort Nelson area of BC to Compressor Station No. 2 (CS-2) near Willow Flats, and from Gordondale, Alberta to CS-2; and
- The Project includes the installation of pipeline segments, electric-driven compressor units with powerlines, and a new meter station, as well as associated compressor station modifications, and is targeted to be placed into service in late 2026.

#### **RESOLUTION NO. 180 / 2023**

#### **M/S Councillors Jeffery/Winnicky**

That Council extend the Delegation time limit of 15 minutes to allow Council to ask questions.

**CARRIED**

#### **D2 MARILYN MIDDLETON - GARDEN OF PEACE CEMETARY**

Marilyn Middleton would like to write a short history about the residents of the Garden of Peace cemetery, recognizing the descendants for their contributions to the town's history. While researching the project, Ms. Middleton was informed that she needed written approval from the cemetery owners to use this information.

Marilyn had two requests for the District of Hudson's Hope: to get written approval to use the names in the Garden of Peace Cemetery and for the District of Hudson's Hope to allow her access to all pertained information held by the District of Hudson's Hope regarding next of kin of the deceased.

#### **4. NOTICE OF NEW BUSINESS**

|                        |     |  |
|------------------------|-----|--|
| Mayor's List:          | NB1 | D2 - Delegation - Garden of the Peace                  |
| CAO'S Additions        | NB2 | Janitorial Service Contract Agreement                  |
|                        | NB3 | District of Hudson's Hope Signing Authority            |
|                        | NB4 | PRRD Alternate Director                                |
| Councillors Additions: | NB5 | Councillor Winnicky Verbal Update – Student Councillor |

#### **5. ADOPTION OF AGENDA BY CONSENSUS**

## **6. DECLARATION OF CONFLICT OF INTEREST**

Mayor Quibell declared a conflict of interest for agenda C5 – Lions Club – Request for Letter of Support due to being a member on the Hudson’s Hope Lions Club Society Board.

## **7. ADOPTION OF MINUTES**

### **M1 REGULAR COUNCIL MINUTES SEPTEMBER 11, 2023**

#### **RESOLUTION NO. 181 / 2023**

##### **M/S Councillors Beattie / Winnicky**

That the minutes of the October 10, 2023, Regular Council Meeting be adopted as amended to include a dash in the first bullet under NB4 – Councillor Beattie – UBCM 2023 Update.

**CARRIED**

## **8. BUSINESS ARISING FROM THE MINUTES**

Council inquired if staff had received an update regarding why the quotes to relocate the water supply valves and junction box to the top of the Berm were so different. Staff responded that they were unable to receive a breakdown of the costs.

## **9. PUBLIC HEARING**

## **10. STAFF REPORTS**

#### **RESOLUTION NO. 182 / 2023**

##### **M/S Councillors Jeffrey / Cryderman**

That Council receive the following reports for information:

SR1 Protective Service Update,

SR2 Special Projects Update,

SR3 Public Works Department Update,

SR4 Recreation and Special Events Update,

SR5 Office Administration Update, and

SR6 Chief Administrative Officer Update.

**CARRIED**

### **SR7 FIRE APPARATUS CONDITION AND SCHEDULE**

#### **RESOLUTION NO. 183 / 2023**

##### **M/S Councillors Winnicky / Jeffrey**

That Council receive the report titled “Fire Apparatus Condition and Schedule” dated September 30, 2023, and authorize pre-budget approval for the purchase of a used Rescue Truck to partially replace Rescue 1 in the amount of \$320,000 plus \$26,880 PST and a contingency of \$64,000, for a total of \$410,880.

**Amendment:**

**RESOLUTION NO. 184 / 2023**

**M/S Councillors Winnicky / Jeffrey**

That Council amend the motion to include “further, that Council authorize pre-budget approval for the purchase of a Wildland/Initial Attack Unit to complete the replacement of *Rescue 1* in the amount of \$550,000 plus \$44.275 PST and a contingency of \$82,500, for a total of \$676,775”.

**CARRIED**

**Motion as amended:**

**RESOLUTION NO. 183 / 2023**

**M/S Councillors Winnicky / Jeffrey**

That Council receive the report titled “Fire Apparatus Condition and Schedule” dated September 30, 2023, and authorize pre-budget approval for the purchase of a used Rescue Truck to partially replace Rescue 1 in the amount of \$320,000 plus \$26,880 PST and a contingency of \$64,000, for a total of \$410,880; further, that Council authorize pre-budget approval for the purchase of a Wildland/Initial Attack Unit to complete the replacement of *Rescue 1* in the amount of \$550,000 plus \$44,275 PST and a contingency of \$82,500, for a total of \$676,775.

**CARRIED**

**SR8 2023 VETERANS’S DINNER**

**RESOLUTION NO. 185 / 2023**

**M/S Councillors Beattie / Jeffrey**

That Council receive the report titled “2023 Veteran’s Dinner” dated October 17, 2023; further, that Council authorizes that instead of a Veteran’s Dinner, the District of Hudson’s expand the tea after the Remembrance Day ceremony to include a light lunch; and further, that the event be open to all community members.

Council discussed replacing the Veteran’s Dinner with a more informal afternoon tea following the Remembrance Day Ceremonies. It was noted that the Veteran population in Hudson’s Hope is declining, and in previous years, some of the Veterans had indicated a preference for a smaller, more intimate event. Council inquired if staff had been able to confirm with the Veterans if they would prefer the lunch instead of the Veteran’s Dinner.

**Amendment:**

**RESOLUTION NO. 186 / 2023**

**M/S Councillors Jeffrey / Beattie**

That Council amend the motion to include “that staff engage the veterans to determine if they would prefer that instead of a Veteran’s Dinner, the District of Hudson’s expand the tea after the Remembrance Day ceremony to include a light lunch; and further, that the event be open to all community members.

**CARRIED**

**Motion as Amended:**

**RESOLUTION NO. 185 / 2023**

**M/S Councillors Beattie / Jeffrey**

That Council receive the report titled “2023 Veteran’s Dinner” dated October 17, 2023; further, that Council authorizes that staff engage the veterans to determine if they would prefer that instead of a Veteran’s Dinner, the District of Hudson’s expand the tea after the Remembrance Day ceremony to include a light lunch; and further, that the event be open to all community members.

**CARRIED**

**SR9 HUDSON’S HOPE PLAYGROUND – LETTER OF SUPPORT**

**RESOLUTION NO. 187 / 2023**

**M/S Councillors Winnicky / Cryderman**

That Council receive the report titled “Hudson’s Hope Playgrounds – Letter of Support” dated October 9, 2023; further, that Council approves the attached draft letter of support from the District of Hudson’s Hope to be used to apply for grant funding for a new playground at Dinosaur Lake and the replacement of the playground at the District of Hudson’s Hope Pool Playground.

**CARRIED**

**SR10 NORTHEASTERN BC COLLABORATIVE ACCESSIBILITY COMMITTEE**

**RESOLUTION NO. 188 / 2023**

**M/S Councillors Cryderman / Winnicky**

That Council receive the report titled “Northeastern BC Collaborative Accessibility Committee” dated October 16, 2023, for information.

**CARRIED**

**11. COMMITTEE MEETING REPORTS**

**12. BYLAWS**

**13. CORRESPONDENCE**

**C1 FIGURE SKATING – REQUEST FOR LETTER OF SUPPORT**

**RESOLUTION NO. 189 / 2023**

**M/S Councillors Winnicky / Beattie**

That Council receive the “Letter of Support Request” from the Hudson’s Hope Figure Skating Club, dated October 16, 2023, and authorize a letter of support to be provided to the Hudson’s Hope Figure Skating Club for their grant application to the Northern Development Initiative Trust for a grant of up to \$10,000 from the BC Hydro GO Fund to assist with the purchase of a curtain to be used during their annual skating carnival.

**CARRIED**

**C2 FRIENDS OF HUDSON’S HOPE – REQUEST FOR FINANCIAL SUPPORT**

**RESOLUTION NO. 190 / 2023**

**M/S Councillors Winnicky / Jeffrey**

That Council receive the “Request for Financial Support” from the Friends of Hudson’s Hope Society, dated October 9, 2023; further, that the request be referred to staff to determine if there is available funding remaining in the 2023 Financial Assistance Grant fund, and further, that the request for financial support be referred to the 2024 Financial Assistance Grant process.

**CARRIED**

**C3 GAS TRANSMISSION PROJECT OCTOBER 2023**

**RESOLUTION NO. 191 / 2023**

**M/S Councillors Jeffrey / Winnicky**

That Council receive the Notification Letter from TC Energy regarding the Prince Reupert Gas Transmission Project Permit Extension Application, dated October 12, 2023, for discussion.

**CARRIED**

**C4 INDIGENOUS CULTURE SAFETY – ICSHT – CEPF**

**RESOLUTION NO. 192 / 2023**

**M/S Councillors Jeffrey / Beattie**

That Council receive the correspondence from Disaster Mitigation and Adaption Programs regarding the Community Emergency Preparedness fund Indigenous Cultural Safety and Cultural Humility Training stream of funding, dated October 11, 2023; further, that the item be added to the Diary for Council to revisit well ahead of the 2024 intake date.

**CARRIED**

Applications for the Community Emergency Preparedness Fund (CEPF) Indigenous Cultural Safety and Cultural Humility Training funding stream are being accepted until November 3, 2023. Council felt this was a very beneficial funding opportunity but found the 2023 intake deadline to be unrealistic at this time.

**C5 LIONS CLUB – REQUEST FOR LETTER OF SUPPORT**

Mayor Quibell stepped out of the room at 8:01pm for a declared Conflict of Interest.

**RESOLUTION NO. 193 / 2023**

**M/S Councillors Winnicky / Jeffrey**

That Council receive the “Letter of Support Request” from the Hudson’s Hope Lions Club, dated October 18, 2023, and authorize a letter of support to be provided to the Hudson’s Hope Lions Club for their grant application to the Northern Development Initiative Trust for a grant from the BC Hydro GO Fund to assist with the Lions Club Kitchen Trailer project.

**CARRIED**

Mayor Quibell returned at 8:03 pm.

**C6 REQUEST FOR ARENA RENTAL DONATION**

Cpl. Erich Schmidt, Detachment Commander of the Hudson's Hope RCMP, in partnership with the River of the Peace Metis Society, is requesting the donation of the Hudson's Hope Arena as a venue for a competition style Powwow on the weekend of June 28<sup>th</sup>, 2024. The Powwow will be the first event of its kind in this area and will demonstrate a cohesive Township approach to Reconciliation.

**RESOLUTION NO. 194 / 2023**

**M/S Councillors Winnicky / Jeffrey**

That Council receive the "Request for Arena Rental Donation" from Cpl. Erich Schmidt, dated October 15, 2023; further that Council authorizes that the rental fee for the Hudson's Hope Arena be waived for the dates June 27 - 30, 2023, for the purpose of hosting a Powwow, contingent upon proof of Liability Insurance.

**Amendment:**

**RESOLUTION NO. 195 / 2023**

**M/S Councillors Winnicky / Jeffrey**

That Council amend the motion by including the requirement for a \$350 damage deposit.

**CARRIED**

**Motion as Amended:**

**RESOLUTION NO. 194 / 2023**

**M/S Councillors Winnicky / Jeffrey**

That Council receive the "Request for Arena Rental Donation" from Cpl. Erich Schmidt, dated October 15, 2023; further that Council authorizes that the rental fee for the Hudson's Hope Arena be waived for the dates June 27 - 30, 2023, for the purpose of hosting a Powwow, contingent upon the operator providing proof of Liability Insurance, and a \$350 damage deposit.

**CARRIED**

**14. REPORTS BY MAYOR & COUNCIL ON MEETINGS AND LIAISON RESPONSIBILITIES**

**15. OLD BUSINESS**

**16. NEW BUSINESS**

**NB1 D2 GARDEN OF THE PEACE CEMETERY**

**RESOLUTION NO. 196 / 2023**

**M/S Councillors Winnicky / Cryderman**

That Council direct staff to investigate Freedom of Information requirements to determine how the District of Hudson's Hope can support Marilyn Middleton with obtaining information on the residents located in the Garden of Peace Cemetery; further, that a report be brought back to a future Council Meeting for consideration.

**CARRIED**

**NB2 CAO – JANITORIAL SERVICES CONTRACT**

Clover Janitorial Services has requested that the District of Hudson's Hope waive the 90-day notice clause in the Janitorial Services Contract Agreement and terminate the agreement immediately. The original contract was from June 1, 2020, to May 31, 2023. In June 2023, Council approved a one-year extension between the District and Clover Janitorial Services.

**RESOLUTION NO. 197 / 2023**

**M/S Councillors Jeffrey / Cryderman**

That Council waives Section 1.8 of the District of Hudson's Hope Contract Agreement for Janitorial Services, which requires that at the sole discretion of the Contractor, the Contractor may terminate the Contract after providing to the District of Hudson's Hope 90 days' notice and accept the Contractor's request to terminate the Contract between the District of Hudson's Hope and Clover Janitorial Services effective immediately.

**CARRIED**

A discussion ensued on whether a new Request for Proposal would be issued for janitorial services at the Community Hall. Staff informed Council that there was an opportunity to have District of Hudson's Hope casual staff take it on and that staff would be investigating that option further.

**NB3 CAO – DISTRICT OF HUDSON'S HOPE SIGNING AUTHORITY**

Staff informed Council that with Kelly Miller resigning his position on Council, Council would need to appoint a new signing authority.

**RESOLUTION NO. 198 / 2023**

**M/S Councillors Cryderman / Winnicky**

That Council appoint Councillor Debbie Beattie as the signing authority on the District of Hudson's Hope bank account effective October 23, 2023; and further,  
and

THAT Council remove Kelly Miller as signing authority on the District of Hudson's Hope bank account effective October 23, 2023.

**CARRIED**

**NB4 CAO – PEACE RIVER REGIONAL DISTRICT ALTERNATE DIRECTOR**

**RESOLUTION NO. 199 / 2023**

**M/S Councillors Winnicky/ Cryderman**

THAT Council appoint Councillor Debbie Beattie as the Alternate Director for Peace River Regional District Board.

**CARRIED**

**NB5 COUNCILLOR WINNICKY - UPDATE ON STUDENT COUNCILLOR**

Councillor Winnicky updated that Council that there are two candidates interested in this role. More information to follow.

**17. PUBLIC INQUIRIES**

**PI1 WENONAH ROSENBERGER – PUBLICIZING EVENTS IN HUDSON’S HOPE**

Ms. Rosenberger noted her concerns about the dropping attendance rate at public events in Hudson’s Hope. She said that Facebook is no longer a viable option for finding news and events locally and that the best option available to advertise locally is the Public Service Announcements and the Bulletin. She suggested all local events be added to the Events Calendar on the District of Hudson’s Hope website.

**18. IN-CAMERA SESSION**

**ICSR1 NOTICE OF CLOSED SESSION – OCTOBER 23, 2023**

**RESOLUTION NO. 200 / 2023**

**M/S Councillors Winnicky / Cryderman**

That Council move to a Closed Meeting for the purpose of discussing the following items:

- **Agenda Items ICM1 and ICM2** - *Community Charter* Section 90(1)(b), closed meeting minutes,
- **Agenda Item ICSR1** - *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service,
- **Agenda Item ICSR2** - *Community Charter* Section 90(1)(k), negotiations and related discussions respecting the proposed provision of a municipal service, and
- **Agenda Item ICSR3** - *Community Charter* Section 90(1)(c) labour relations.

**CARRIED**

**19. ADJOURNMENT**

Mayor Quibell reconvened the open meeting to the public and adjourned at 9:20 pm.

CERTIFIED A TRUE AND CORRECT COPY OF THE MINUTES OF THE REGULAR MEETING OF COUNCIL HELD MONDAY, OCTOBER 23, 2023.

---

Travous Quibell, Mayor

---

Andrea Martin, Corporate Officer



**DISTRICT OF HUDSON'S HOPE**

**AGENDA – PUBLIC HEARING**

Council Chambers

November 14, 2023

6:00 pm

---

- 1. Open the Public Hearing:**
- 2. Statement of Public Hearing**
- 3. Summary of Application:**
- 4. Written Comments Received from the Public:**
- 5. Comments From the Applicant:**
- 6. Comments from the Public:**
- 7. Call Three Times for Comment:**
- 8. Final Comments from Applicant:**
- 9. Adjourn Public Hearing:**



## NOTICE OF PUBLIC HEARING

### FOR THE PROPOSED TEMPORARY COMMERCIAL USE PERMIT AT THE DISTRICT OF HUDSON'S HOPE COUNCIL CHAMBERS

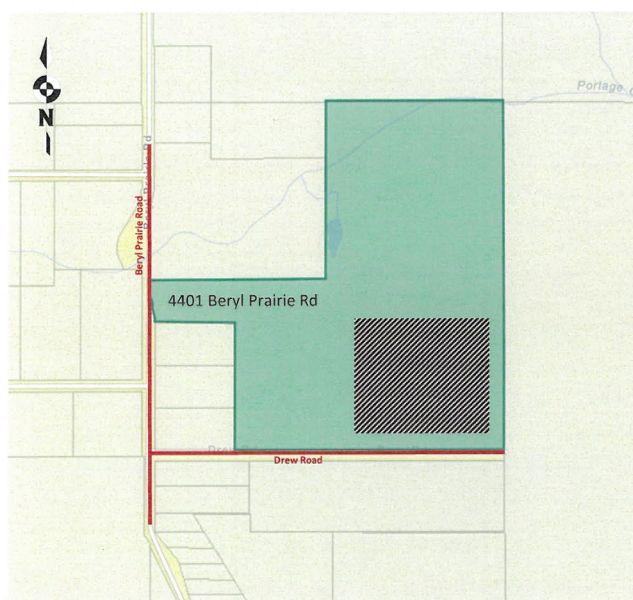
NOTICE is hereby given that the Council of the District of Hudson's Hope will meet on **TUESDAY, NOVEMBER 14, 2023, AT 6:00 PM** in the Council Chambers (municipal office, 9904 Dudley Drive), to consider a Temporary Commercial Use Permit application from Valerie Jeanne Paice for PID 014-825-597 Block B Part NW1/4 of District Lot 1202 Peace River Land District as shown in the sketch below.

The applicant requests the issuance of a Temporary Commercial Use Permit that would allow for an industrial laydown yard for the duration of the proposed date of November 15, 2023, to November 15, 2026, inclusive.

Before making its decision, the Council will hear from all persons who have an interest in this matter. Written briefs may be submitted to the municipal office on or before the date and time of the meeting or verbal presentations may be made to the Council during the meeting.

Persons wishing to view the draft Temporary Commercial Use Permit or requesting additional information may contact the municipal office from 8:30 a.m. to 4:30 p.m. Monday to Friday (except holidays).

NOTICE is also given that the Council will not accept any written or verbal presentations after the close of the Public Hearing.



#### Beryl Prairie Subdivision

//// Location of proposed laydown yard and materials building.

4401 Beryl Prairie Road

Legal Land Description and Parcel ID

BLOCK B, PART NW1/4, DISTRICT LOT 1202, PEACE RIVER LAND DISTRICT

PID: 014-825-597

Currently Zoned RU2 Zone as is the surrounding area. Application for Temporary Use Permit to M2 Zone



HUDSON'S  
HOPE  
PLAYGROUND OF THE PEACE

Box 330  
9904 Dudley Drive  
Hudson's Hope BC V0C 1V0  
Telephone 250-783-9901  
Fax: 250-783-5741

## APPLICATION - TEMPORARY USE PERMIT TOP 2023.001

### IMPORTANT

- Incomplete applications will not be accepted

### SECTION 1- APPLICANT (PLEASE PRINT)

Name: I/We hereby make application to the District of Hudson's Hope for a Temporary Use Permit

Owner Name Valerie Paice  
Please print first and last name

Owner Address 4401 Beryl Prairie Rd City Hudson's Hope Prov. BC Postal Code V0C 1V0

Owner Contact Phone Number 1-250-783-1137 Email vpaice@pris.ca

Applicant Name (if different from owner) \_\_\_\_\_

Applicant Address \_\_\_\_\_ City \_\_\_\_\_ Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_

Applicant Contact Phone Number \_\_\_\_\_ Email \_\_\_\_\_

**PLEASE NOTE: IF APPLICANT IS NOT AN OWNER, A LETTER OF CONSENT IS REQUIRED**

### SECTION 2 - DESCRIPTION OF PROPERTY

#### AS INDICATED ON STATE OF TITLE CERTIFICATE

Civic Address 4401 Beryl Prairie Rd Parcel Identifier (PID) 014-825-597

Lot/ Parcel 1202 <sup>P.R.D. Part</sup> Block B <sup>N/W 1/4</sup> Plan \_\_\_\_\_ Roll No. 41202.025

Existing Use of Subject Property Residential

Existing Use of Adjacent Properties Residential

Present Zoning R12

Official Community Plan Map Designation Rural Residential 1

*This information is collected for the administrative and/or operational functions of the District of Hudson's Hope as authorized by the Local Government Act. This information has been collected, and will be used and maintained, in accordance with the Freedom of Information and Protection of Privacy Act. Should you have any questions above, please contact the District's CAO at 250-783-9901.*

### SECTION 3 - DESCRIPTION OF TEMPORARY USE APPLIED FOR:

(Two Site Plans Attached. The site plan should include legal information, setbacks, parking, access, outer perimeter of all buildings and structures, topographic features, watercourses, and any relevant cross sections, elevations, or detail drawings.)

Detailed Description of Temporary Use Applied for, including uses, buildings or structures:

Building for materials, storage for pipes.

Proposed conditions under which the temporary use will be carried out:

storage of pipe and materials

Commencement Date of Proposed Temporary Use:

July 1-2023

Estimated Date When Temporary Use Will Cease:

Dec. 31-2023

ADDITIONAL INFORMATION: (Reasons and comments in support of application. Use separate sheet or attach plans if required.)

To provide employment in community  
Visual is off main road  
Quiescent area.

*In making this application, the owner agrees to permit access to the property at all reasonable times by District of Hudson's Hope staff, members of council or consultants authorized by the District of Hudson's Hope, for purposes of conducting inspections of the property.*

I/We Valerie Paice make application to the District of Hudson's Hope for the issuance of a Temporary Use Permit.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application including any plans submitted is public information.** I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

June 30-2023 (Date) Valerie Paice (Applicant's Signature)

This application is made with my full knowledge and consent.

June 30-2023 (Date) Valerie Paice (Registered Owner's Signature)

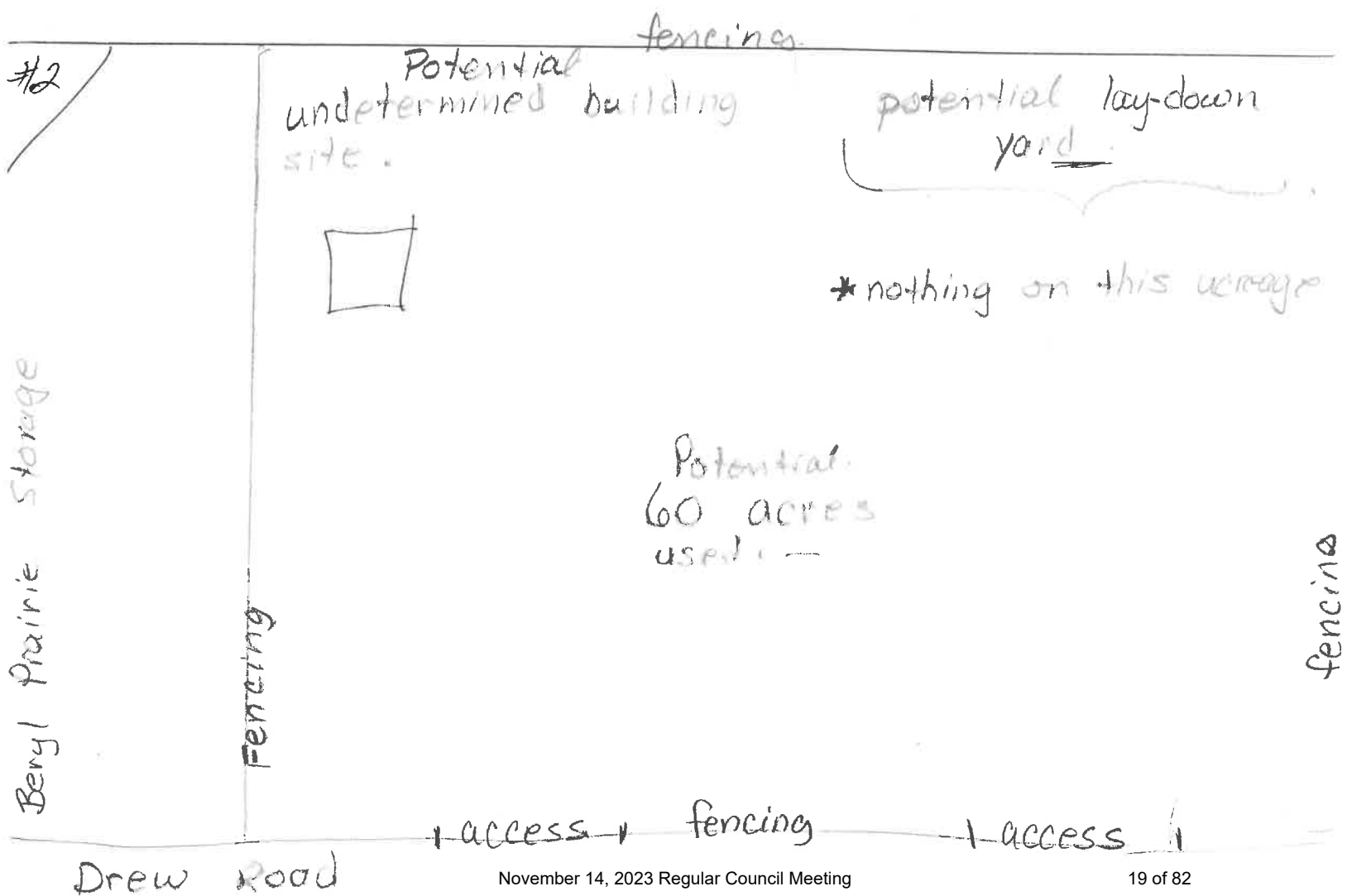
| SUBMISSION REQUIREMENTS  | If "Not Provided" please explain |              |
|--|----------------------------------|--------------|
|  | Provided                         | Not Provided |
| (please check either "Provided" or "Not Provided")                                 |                                  |              |
| Application Fee  | ✓                                |              |
| Current State of Title Certificate   | ✓                                |              |
| Letter of Consent from the Owner (only required if the Applicant is not the Owner) |                                  |              |

#1

Note.

- This is all barren land, not used by me.
- Power runs on one side (poles)
- Fences will be upgraded.
- Signage posted at appropriate areas
- Only 3 families on Drew Road (one is mine)
- Land area is mostly rose bushes, many rocks.

#2





BRITISH COLUMBIA  
LAND TITLE ACT

# STATE OF TITLE CERTIFICATE

VALERIE JEANNE PAICE  
BOX 83 BERYL PRAIRIE RD  
HUDSON'S HOPE BC V0C 1V0

LAND TITLE OFFICE, PRINCE GEORGE, BRITISH COLUMBIA

CERTIFICATE NO: STPG0060386

TITLE NO: PN28147

PG

THIS IS TO CERTIFY THAT AT 10:51 ON 03 AUGUST, 1999,  
THE STATE OF THE TITLE TO THE LAND DESCRIBED HEREIN IS AS STATED AND IS SUBJECT  
TO THE NOTATIONS APPEARING BELOW. THIS CERTIFICATE IS TO BE READ SUBJECT TO THE  
PROVISIONS OF SECTION 23(2) OF THE LAND TITLE ACT (R.S.B.C. 1996 CHAPTER 250)  
AND SECTIONS 50 AND 55-58 OF THE LAND ACT (R.S.B.C. 1996 CHAPTER 245).

.....  
REGISTRAR

APPLICATION FOR REGISTRATION RECEIVED ON: 29 JULY, 1999  
ENTERED: 30 JULY, 1999

REGISTERED OWNER IN FEE SIMPLE:  
VALERIE JEANNE PAICE, TEACHER ASSISTANT  
BOX 83  
HUDSON'S HOPE, BC  
V0C 1V0

TAXATION AUTHORITY:  
PEACE RIVER ASSESSMENT DISTRICT

DESCRIPTION OF LAND:  
PARCEL IDENTIFIER: 014-825-597  
BLOCK B OF DISTRICT LOT 1202 PEACE RIVER DISTRICT

LEGAL NOTATIONS:  
THIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND  
COMMISSION ACT, SEE AGRICULTURAL LAND RESERVE PLAN NO. 21608

RE: ROAD SEE W33388

CHARGES, LIENS AND INTERESTS: NONE

DUPLICATE INDEFEASIBLE TITLE: NONE OUTSTANDING

TRANSFERS: NONE

PENDING APPLICATIONS: NONE



Map

Neighbouring properties

Sample sold properties



## Register with BC Assessment



Search properties on a map



Compare property information and assessment values



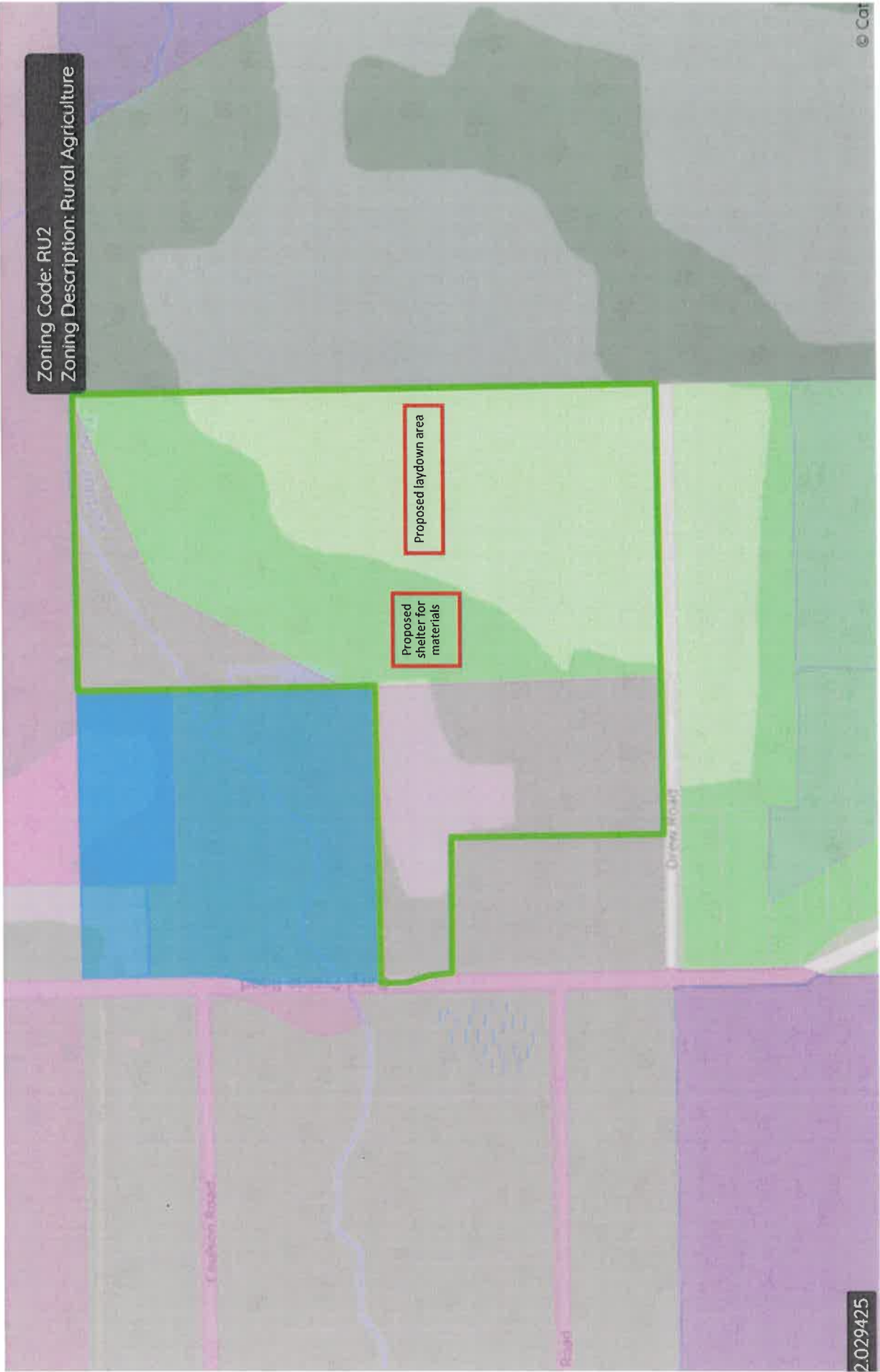
Store and access favourite properties across devices

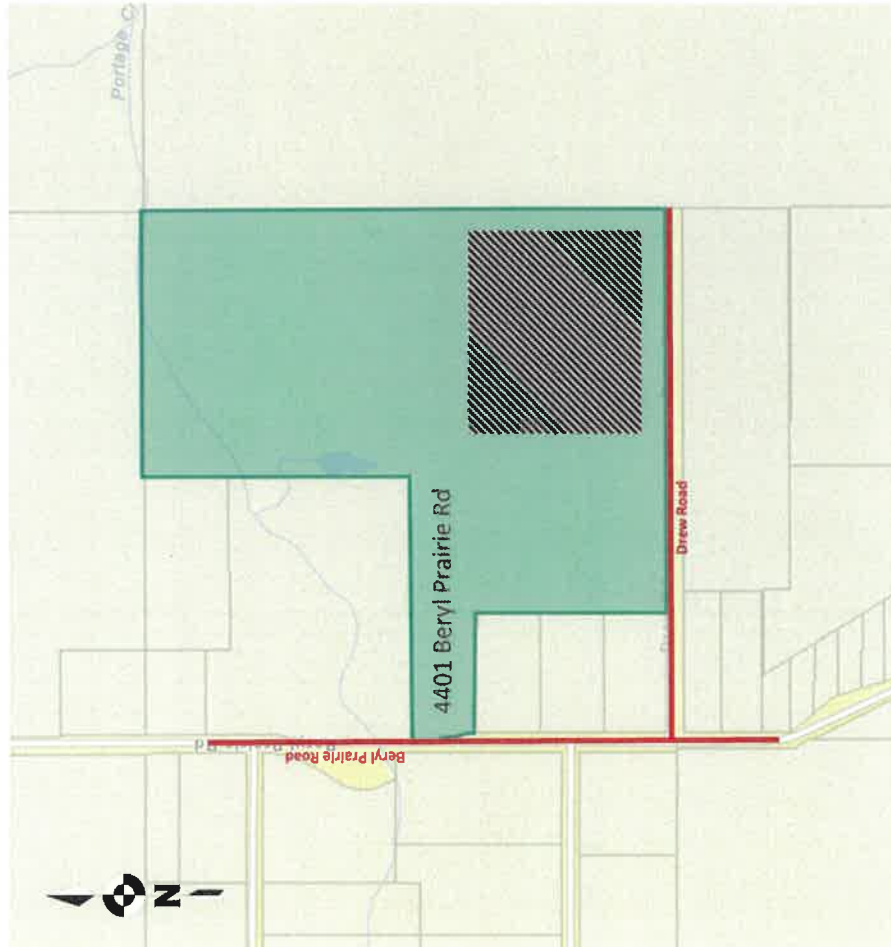


View recently viewed properties

**Register now for free**

Already have an account? [Log in \(/Home/LoginInfo\)](/Home/LoginInfo)





## Beryl Prairie Subdivision

Location of proposed laydown yard and materials building.

4401 Beryl Prairie Road

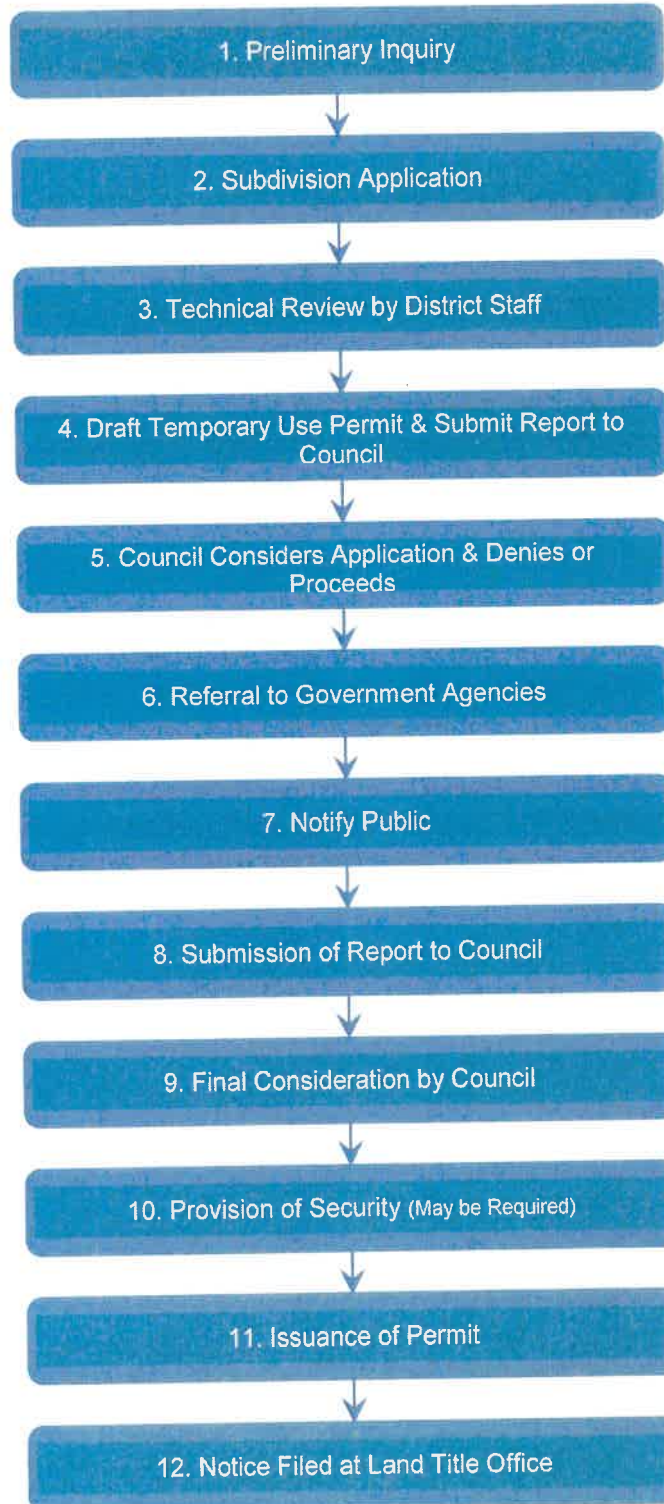
Legal Land Description and Parcel ID

BLOCK B, PART NW1/4, DISTRICT LOT 1202, PEACE RIVER LAND DISTRICT

PID: 014-825-597

Currently Zoned RU2 Zone as is the surrounding area. Application for Temporary Use Permit to M2 Zone

### Temporary Use Permit Process (Flow-Chart)



## TEMPORARY COMMERCIAL USE PERMIT NO. 2023.01

Issued by: The District of Hudson's Hope  
Box 330, 9904 Dudley Drive  
Hudson's Hope BC V0C 1V0

(the "**District**")

Issued to: Valerie Jeanne Paice  
Box 83  
Hudson's Hope, BC  
V0C 1V0

(the "**Permittee**")

With respect to the following lands:

PID 014 825 597  
BLOCK B PART NW1/4 OF DISTRICT LOT 1202 PEACE RIVER LAND  
DISTRICT

(the "**Lands**")

1. This Temporary Commercial Use permit ("**Permit**") is issued pursuant to Section 493 of the *Local Government Act*.
2. This Permit is not a building permit, development permit, or development variance permit.
3. This Permit is issued to allow the said lands to be used for the purpose of "Lay Down Yard, and Materials Storage";
  - a. To allow for a materials storage building approximately 20' x 30' in size and a Laydown yard.
4. This Permit is valid from September 1, 2023, to August 31, 2026, inclusive (the "**Term**").
5. The Permittee shall ensure that the Lands are used strictly in accordance with this Permit at all times.
6. This Permit pertains only to the land use and structures described specifically in this Permit. No approval of any other land use or structure on the Lands is implied by this Permit or by any schedules attached hereto.
7. The Permittee shall not store equipment or materials outside of the Lands unless permitted under another Temporary Use Permit.
8. Equipment and materials in the Lands area shall comply with the District of Hudson's Hope current Building Bylaw and Zoning Bylaw Section 16.0 M2 Zone: Light Industrial (un-serviced).

9. The Buildings or structures constructed by the Permittee on the Lands shall comply with the District of Hudson's Hope's current Building Bylaw.
10. The Permittee shall enter into a Road Use Agreement with the District for review and approval that includes a dust control plan.
11. The Permittee authorizes the District to share its Temporary Use Application package with other agencies that may be affected by the issuance of the Permit.
12. The Permittee shall ensure that its activities on the Lands do not permanently alter the Lands.
13. The Permittee shall deliver all plans pertaining to its activities on the Lands, including, without limitation, plans relating to traffic, construction and storage of equipment and materials, to the District for review and approval.
14. If during the Term the Permittee amends or updates plans pertaining to its activities on the Lands, or creates new plans, it shall deliver such plans to the District. This does not authorize any change in regard to the permitted use of the Lands as described in section 3.
15. The Permittee shall obtain the approval of the Ministry of Transportation if the Permit is for commercial or industrial development within 800 meters of a controlled access highway.
16. The Permittee shall comply with all of the bylaws of the District applicable thereto, except as specifically varied or supplemented by this Permit.
17. This Permit does not relieve the Permittee or the owners of the Lands from obtaining any other approvals required by the District or any other jurisdiction, or from complying with any other bylaw, law or regulation. This Permit is not a representation or warranty that any bylaw, law or regulation has been complied with.
18. On or before the end of the Term, all materials, equipment, buildings, and structures must be removed from the Lands, except where those materials, equipment, buildings and structures are owned by the owners of the Lands or were situated on the Lands prior to the issuance of the Permit, and the Lands shall be left in a condition satisfactory to the Approving Officer of the District.
19. The Permittee shall execute the Letter of Undertaking attached as Schedule C.
20. The Permittee shall post this Permit at the entrance of the Site Area, Site as directed per Schedule "A" for the Term of the Permit.

Certified a true and correct copy of the Temporary  
Commercial Use Permit No. 2023-01 issued by  
Resolution of District of Hudson's Hope Council  
Passed on the \_\_\_\_\_ day of \_\_\_\_\_ 2023.

---

Chris Cvik, Interim Approving Officer

I acknowledge that I have read and understand the terms and conditions upon which this Permit is issued:

Valerie Jeanne Paice

---

Authorized Signatory of Valerie Jeanne Paice

---

Printed Name of Signatory

**Schedule C  
Letter of Undertaking**

Approving Officer  
The District of Hudson's Hope  
Box 330, 9904 Dudley Drive  
Hudson's Hope, BC V0C 1V0

Dear Ms. Paice:

RE:                Temporary Commercial Use Permit No. 2023-01 (the "**Permit**")

1. In consideration of the District of Hudson's Hope (the "District") accepting and processing the above application for a temporary commercial use permit, Valerie Jeanne Paice (the "Permittee"), undertakes to, at the expiration of the Permit:
  - i.        demolish and remove any building or structure on the lands as defined in the abovementioned Permit (the "Lands") except where those buildings and structures are owned by the owners of the Lands or were situated on the Lands prior to the issuance of this Permit; and
  - ii.       restore the Lands to a condition satisfactory to the Approving Officer of the District.
2. The Permittee understands and accepts that if it fails to comply with the undertakings herein, the District may enter on the Lands and carry out the demolition, removal or restoration of the Lands at the expense of the Permittee.

This Undertaking is executed by the Permittee this \_\_\_\_ day of \_\_\_\_\_, 2023.

Valerie Jeanne Paice

\_\_\_\_\_  
Authorized Signatory of Valerie Jeanne Paice

\_\_\_\_\_  
Printed Name of Signatory

**LOCAL GOVERNMENT ACT**  
(Part 26)  
**NOTICE OF PERMIT**

TO: Registrar  
Land Title Office  
153, 1011 4<sup>th</sup> Avenue  
Prince George, BC, V2L 3H9

TAKE NOTICE that the land described below is subject to a permit issued by the Council of the District of Hudson's Hope.

**PARTICULARS OF PERMIT**

Permit Description

- (a) Type of Permit: Temporary Commercial Use Permit
- (b) Statutory Authority: Section 493 of the *Local Government Act*

Legal Description of Land Affected:

PID 014 825 597  
BLOCK B PART NW1/4 OF DISTRICT LOT 1202 PEACE RIVER LAND  
DISTRICT

Issue Date: September 1<sup>st</sup>, 2023

Expiry Date: August 31<sup>st</sup>, 2026

(for Temporary Commercial or Industrial Permit only)

FURTHER PARTICULARS OF THE PERMIT MAY BE OBTAINED  
FROM THE DISTRICT OF HUDSON'S HOPE

AND FURTHER TAKE NOTICE that in the case of a Temporary Commercial or Industrial Permit, you are hereby authorized to cancel the notation of the filing of this notice against the title to the land affected by it on or after the expiry date specified above without further application from us and we consent to a cancellation of the notation on the basis of effluxion of time.

USE THIS BOX ONLY FOR AN AMENDMENT TO A LAND USE CONTRACT BY WAY OF PERMIT UNDER s. 546 OF THE *LOCAL GOVERNMENT ACT*:

THIS NOTICE relates to the amendment of Land Use Contract No. \_\_\_\_\_, which is registered as a charge against the above-described land.

PARTICULARS OF THE AMENDMENT MAY BE OBTAINED  
FROM THE DISTRICT OF HUDSON'S HOPE.

Dated: \_\_\_\_\_, 2023

DISTRICT OF HUDSON'S HOPE

by

\_\_\_\_\_  
Approving Officer

**TITLE SEARCH PRINT**

2023-07-07, 10:23:14

File Reference:

Requestor: Becky Mercereau

Declared Value \$ 34225

**\*\*CURRENT INFORMATION ONLY - NO CANCELLED INFORMATION SHOWN\*\*****Land Title District**

Land Title Office

PRINCE GEORGE

PRINCE GEORGE

**Title Number**

From Title Number

PN28147

PC57095

**Application Received**

1999-07-29

**Application Entered**

1999-07-30

**Registered Owner in Fee Simple**

Registered Owner/Mailing Address:

VALERIE JEANNE PAICE, TEACHER ASSISTANT  
BOX 83  
HUDSON'S HOPE, BC  
V0C 1V0**Taxation Authority**Peace River Assessment District  
Hudson's Hope, District of**Description of Land**

Parcel Identifier:

014-825-597

Legal Description:

BLOCK B OF DISTRICT LOT 1202 PEACE RIVER DISTRICT

**Legal Notations**THIS CERTIFICATE OF TITLE MAY BE AFFECTED BY THE AGRICULTURAL LAND  
COMMISSION ACT, SEE AGRICULTURAL LAND RESERVE PLAN NO. 21608

RE: ROAD SEE W33388

**Charges, Liens and Interests**

Nature:

MORTGAGE

Registration Number:

BB1671260

Registration Date and Time:

2010-06-25 11:13

Registered Owner:

THE TORONTO-DOMINION BANK

Nature:

CERTIFICATE OF PENDING LITIGATION

Registration Number:

CA7814405

Registration Date and Time:

2019-10-17 11:29

Registered Owner:

RONALD GORDON PAICE

**TITLE SEARCH PRINT**

2023-07-07, 10:23:14

File Reference:

Requestor: Becky Mercereau

Declared Value \$ 34225

**Duplicate Indefeasible Title**

NONE OUTSTANDING

**Transfers**

NONE

**Pending Applications**

NONE



## ROAD USE AGREEMENT

MEMORANDUM OF AGREEMENT made on this date \_\_\_\_ day of \_\_\_\_\_, 2023

**BETWEEN: District of Hudson's Hope**

a Municipal Corporation in the Province of British Columbia  
(hereinafter referred to as the "District")

AND: Valerie Paice  
4401 Beryl Prairie  
Hudson's Hope, BC V0C1V0

(hereinafter referred to as the "Contractor")

The term of this Agreement will be from the Date Signed to \_\_\_\_\_

**RE: Road Use Agreement for Intensive Truck Haul**

This Agreement will cover all requests that pertain to the intensive truck haul activity. The District of Hudson's Hope will be notified with a description of the proposed work, including number of vehicles, type and intensity of vehicles and equipment used, a map with route being travelled, time frame, and location before work commences. All further requests throughout the current year will be reviewed and if approved, added to the current Road Use Agreement

**AND WHEREAS** the Contractor's use of the Road(s) may cause significant damage or changes to the Road(s);

**AND WHEREAS** the District is the local road authority having jurisdiction regarding the Road(s);

**NOW THEREFORE THE PARTIES HERETO AGREE AS FOLLOWS:**

1. Prior to the commencement of the Contractor's work, a representative of the District will inspect the Road(s) and record his findings in an Inspection Report.
2. The Contractor shall be responsible for dust control on any road or sections of road which forms part of the haul route (the "Haul Roads") unless the District advises to the contrary in writing. If the approved routes are part of the District Dust Control Program, the contractor will be responsible for maintaining dust control after the District's application.
3. The Contractor shall be responsible for repairing or paying for the repairs to the Haul Roads due to the Contractor's operations or any damage caused thereby. Any damage or change in the condition of the Haul Road(s) not recorded in the Inspection Report shall be deemed to have been caused by the Contractor.
4. All trucking shall comply with legal weight restrictions and shall take place between the hours of 7AM and 7PM, Monday through Saturday.
5. The Contractor shall comply with all safety regulations under the Occupational Health and Safety Act, all pertinent Provincial regulations, District bylaws and the District's policies regarding Traffic Accommodation Strategies, public safety and consideration for the general public.
6. The District may suspend or cancel this agreement at any time if deemed necessary by the Public Works Department due to excessive damage to the haul road, or a breach of this agreement.
7. This agreement shall ensure to the benefit of and be binding upon the parties hereto and their successors and assigns;
8. This agreement may be terminated should the Contractor fail to immediately comply with any of the above terms or conditions.

**IN WITNESS WHEREOF** I/We understand and agree to the terms and conditions of this Agreement:

Contractor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

Contractor Information:

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Email Address

Date: \_\_\_\_\_

This Road Use Agreement is hereby accepted and approved on behalf of the District:

Approval Authority: \_\_\_\_\_  
Signature Name (printed)

Approval Authority: \_\_\_\_\_  
Signature Name (printed)

Date: \_\_\_\_\_

## DESCRIPTION OF WORK

**Description of proposed work including number of vehicles, type and intensity of vehicles and equipment used, a map with route being travelled, time frame, and location.**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

**From:** Willie Halpern [REDACTED]  
**Sent:** Friday, October 20, 2023 2:26 PM  
**To:** Gerri Bird <gerri@hudsonshope.ca>  
**Subject:** RE: Proposed Temporary Commercial Use Permit Notice No. 2023.001

Dear Sir or Madam!

With reference to the above subject, I am opposing to the above requested subject matter as it will involve heavy truck traffic directly to our two residences, which are located at [REDACTED]. Hudson's Hope,, BC.

Our two dwellings, which are occupied, are located very close within 20 - 30 meters from Drew road. The the anticipated commercial truck traffic would create excessive road noise, exhaust pollution and heavy dirt and dust. Furthermore it would endanger our pet animals that have been used to crossing the road freely back and forth to our neighbors property.

We purchased our property last May, 2022 with it's attraction being a quiet rural area on a dead end road and located within the town of Hudson's Hope limits. I'm very concerned that this requested temporary permit, if granted, would have a en extreme adverse effect on our serene and quiet surroundings.

We hope that council will give this matter serious consideration of our concerns and turn down the subject matter request.

Respectfully submitted

Sincerely yours,  
Vilmos Halpern and Rhonda Halpern,  
[REDACTED]  
Hudson's Hope, BC V0C1V0  
[REDACTED]

[WARNING: This message is from an external source]



## REQUEST FOR DECISION

**REPORT TO:** Mayor and Council

**DATE:** November 14, 2023

**FROM:** Crystal Brown, Chief Administrative Officer

**RFD TITLE:** Bill 31 - Emergency and Disaster Management Act

### **RECOMMENDATION:**

That Council receives the report titled “Bill 31 - *Emergency and Disaster Management Act*”, dated November 2, 2023, for discussion.

### **BACKGROUND:**

On October 3, 2023, the Province introduced Bill 31, the *Emergency and Disaster Management Act (Act)*, which will replace the *Emergency Program Act*. The updated legislation reflects the realities of the modern world, including global pandemics, security threats, and climate change, and shifts from focusing on emergency response to the four pillars of emergency management.

The new *Act* includes many new and enhanced [responsibilities](#) for local governments, with further details to be outlined in associated regulations. These include:

#### **Local Authority Planning**

- **Risk Assessments:** New legislation will require local governments to identify all reasonably foreseeable hazards and assess the risk posed by each hazard and the potential impacts in the event of an emergency. A regulation could add requirements for how risk assessments must be prepared, including what they might contain.
- **Emergency management plans:** Under the new *Act*, enhanced emergency management plans must, among other things, be based on the results of risk assessments and describe measures for each of the four phases of emergency management (mitigation, preparedness, response, and recovery). A regulation could add new requirements beyond what is contained in the *Act* for what must be contained in emergency management plans.
- **Regional district considerations:** When examining rules around risk assessments and emergency management plans for regional districts, it is noted that regional districts are responsible for large areas of the province. A regulation could help reduce the scope of these plans, to focus on key areas.

- **Business continuity plans:** Legislation will require local governments to have business continuity plans that outline how essential services will be delivered during an emergency. A regulation could add rules, beyond what is contained in the Act, regarding how these plans must be prepared.
- **Consultation, collaboration, and cooperation:** The new Act will require local governments to consult and coordinate with adjacent local governments, as well as neighbouring Indigenous governing bodies. A regulation could potentially add rules related to this process.
- **Review of planning materials:** Local governments, under the new Act, will be asked to review and revise their key planning documents (risk assessments, emergency management plans, and business continuity plans). A regulation could create a review cycle for these documents.

#### **Emergency Management Organizations**

- **Multi-jurisdictional emergency management organizations (MJEMOs):** Under the new Act, local governments may form or join an MJEMO with other local governments, Indigenous governing bodies, and the Province. A regulation could create rules around the establishment, governance, information sharing, and other responsibilities of MJEMOs.
- **Other emergency management organizations:** If a local government does not join an MJEMO, it will be asked to establish and appoint members to its own emergency management organization. Regulations could create guidelines around establishing these organizations, appointing members, and other responsibilities.

You can read the full text of the first reading of the legislation and follow the progress of the new Act as it moves through the Legislature on the Legislative Assembly of B.C. website.

To see an overview of major policy concepts of the new Act, please go [here](#).

## **DISCUSSION:**

### **Engagement Opportunities**

As part of B.C.'s modernization of emergency management legislation, the Province is creating new regulations for post-emergency financial assistance (often referred to as "disaster financial assistance" or "DFA") and local authority emergency management.

The timeline for Engagement is October 12 – December 31, 2023. There are a couple of ways to participate in the engagement:

- [Provide a written submission.](#)

- [On-line Survey.](#) Topics include:
  - Re-imagining financial assistance after emergencies for local governments.
  - Re-imagining financial assistance after emergencies for farm operations.
  - Re-imagining financial assistance after emergencies for small businesses.
  - Re-imagining financial assistance after emergencies to improve cultural safety for all applicants.
  - Re-imagining financial assistance after emergencies for Indigenous Peoples living on reserve lands.
  - Re-imagining financial assistance after emergencies for homeowners.
  - Re-imagining financial assistance after emergencies for residential tenants.
- [Attend a virtual workshop](#) - Public engagement sessions for local authorities.

**FINANCIAL CONSIDERATIONS:**

While there are no known financial impacts at this time, the requirements of the proposed legislation and regulations are expected to require a significant amount of staff resources on a continuous basis once enacted.

**ALTERNATIVE OPTIONS:**

1. That Council receive the report titled “Bill 31 - *Emergency and Disaster Management Act*”, dated November 14, 2023, for information.
2. That Council provide further direction.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. [BC Gov News – October 3, 2023, New emergency management legislation announcement](#)
2. [Bill 31 – 2023: Emergency and Disaster Management Act](#)
3. [Discussion Paper - B.C.'s Modernized Emergency Management Legislation: Re-Imagining Financial Assistance After Emergencies](#)
4. [Discussion Paper – B.C.'s Modernized Emergency Management Legislation: Regulations for Local Authorities \(gov.bc.ca\)](#)
5. [Technical Paper - B.C.'s Modernized Emergency Management Legislation: A New Framework for Disaster Risk Reduction, Response, and Recovery](#)

Prepared by:

*Crystal Brown*

Crystal Brown, CAO



## REQUEST FOR DECISION

**REPORT TO:** Mayor and Council

**DATE:** November 14, 2023

**FROM:** Crystal Brown, Chief Administrative Officer

**RFD TITLE:** Code of Conduct for Council

### **RECOMMENDATION:**

That Council receive the report titled “Code of Conduct for Council” dated November 14, 2023, further, that Council authorizes the development of a draft Code of Conduct for Council that follows the “Model Code of Conduct Policy” and Companion Guide produced by the Working Group on Responsible Conduct; and further, that the draft Code of Conduct be discussed at a future Committee of the Whole Meeting.

### **BACKGROUND:**

In June 2022, the province launched new legislative requirements for Codes of Conduct for Councils and Boards, requiring that within six months after its first regular council meeting following a general local election, a Council must decide whether to establish a code of conduct for council members; or if a code of conduct for council members has already been established, whether it should be reviewed.

Before making this decision, Council must consider the following four prescribed principles for a Code of Conduct as determined by the Community Charter (CC):

1. Council members must carry out their duties with integrity;
2. Council members are accountable for the decisions that they make and the actions that they take in the course of their duties;
3. Council members must be respectful of others; and
4. Council members must demonstrate leadership and collaboration.

If a Council decides not to adopt or review a code of conduct, the Council must provide a rationale for its decision and make this publicly available. In addition, should the Council decide not to establish or review a Code of Conduct, Council must reconsider this decision before January 1 of the year of the following general local election (October 2026).

**SR2**

**DISCUSSION:**

Model Code of Conduct Policy - Working with the Local Government Management Association and the Union of BC Municipalities (UBCM), the Ministry of Municipal Affairs established a Working Group on Responsible Conduct of Local Government Elected Officials to develop policy and provide guidance on ways to prevent conduct issues by local elected officials and ways to address as/if/when they arise. The Working Group was formed in response to a 2016 UBCM resolution addressing the issue of questionable conduct by local government elected officials.

The Working Group released the comprehensive Forging the Path to Responsible Conduct in Your Local Government, which provides a Model Code of Conduct with a helpful Companion Guide that outlines the overarching considerations and leading practices for Council. These include scope, principles, values, setting standards, and identifying specific behaviours to encourage compliance and enforcement.

**New online course to support responsible conduct by elected officials**

In response to requests from local governments to strengthen the framework that supports responsible conduct by local elected officials, the Working Group also developed an online education course to help local elected officials explore responsible conduct principles. The course explores the themes of integrity, respect, accountability, leadership, and collaboration and how each of these is essential to effective governance by Councils and Boards. This course is based on real-life scenarios that require the learner to make choices and reflect on behaviour considering responsible conduct principles. The new course takes 60-90 minutes to complete. A certificate is provided to every learner that completes the course.

**FINANCIAL CONSIDERATIONS:**

None at this time.

**ALTERNATIVE OPTIONS:**

1. That Council receive the report titled "Code of Conduct for Council" dated November 14, 2023, further, that Council authorizes the establishment of a Select Committee to develop a draft Code of Conduct for Council that follows the "Model Code of Conduct Policy" and Companion Guide produced by the Working Group on Responsible Conduct; and further, that the draft Code of Conduct be discussed at a future Committee of the Whole Meeting.
2. That Council receive the report titled "Code of Conduct for Council" dated November 14, 2023, further, that Council resolves not to develop a Code of Conduct for Council; and further, that Council provide a rationale for their decision and make this publicly available; and further again, that Council reconsider this decision prior to January 1, 2026.
3. That Council provides further direction.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. [Forging the Path to Responsible Conduct in Your Local Government](#)
2. [Model Code of Conduct](#)
3. [Companion Guide](#)

Prepared by:

*Crystal Brown*

---

Crystal Brown, CAO



## REQUEST FOR DECISION

**REPORT TO:** Mayor and Council

**DATE:** November 14, 2023

**FROM:** Andrea Martin

**RFD TITLE:** 2024 NCLGA Membership Renewal and Conference Authorization

### **RECOMMENDATION #1:**

That Council receives the report titled "2024 NCLGA Membership Renewal and Conference Authorization", dated November 14, 2023, further, that Council renews their 2023 -2024 North Central Local Government Association Membership and authorize payment in the amount of \$1,081.91.

### **RECOMMENDATION #2:**

That Council authorizes that conference registration, travel arrangements and hotel rooms be booked for Council Members interested in attending the North Central Local Government Association Annual General Meeting and Conference being held in Smithers from May 13 - 16, 2024.

### **BACKGROUND:**

Established in 1955, the North Central Local Government Association (NCLGA) is the advocacy body for all local government officials in North Central British Columbia, from 100 Mile House to the Yukon border and Haida Gwaii to Alberta. NCLGA is a non-partisan, non-profit association working specifically for the benefit of its members. NCLGA is one of five area associations in British Columbia, working closely with its partner associations and our provincial counterpart, the Union of British Columbia Municipalities.

The calculation used to determine the District of Hudson's Hope membership fee reflects population changes associated with the 2021 Canada Census and the 2.5% membership fee increase, which was approved at the 2023 NCLGA AGM.

The North Central Local Government Association and the communities of the Town of Smithers, District of Houston, and Regional District of Bulkley-Nechako will be co-hosting the NCLGA's Annual General Meeting and Convention in Smithers, from May 13-16, 2024.

Registration is expected to open in February 2024, with Early Bird rates to be determined.

**DISCUSSION:**

If approved, staff will work with Council to confirm and book conference registration, hotels, and preferred method of travel.

**FINANCIAL CONSIDERATIONS:**

If approved by Council, funding will be included in the 2024 Financial Plan.

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "2024 NCLGA Membership and Conference Authorization", dated November 14, 2023, for discussion.
2. That Council provide further direction.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. 2023/2024 NCLGA Annual Membership Dues

Prepared by:

*Andrea Martin*

Andrea Martin, Corporate Officer

Approved by:

*Crystal Brown*

Crystal Brown, CAO



|            |           |
|------------|-----------|
| Date       | Invoice # |
| 10/12/2023 | 2096      |

| Description                          | Qty | Rate     | Amount   |
|--------------------------------------|-----|----------|----------|
| 2023/24 NCLGA Annual Membership Dues |     | 1,081.91 | 1,081.91 |

|                         |            |
|-------------------------|------------|
| <b>Total</b>            | \$1,081.91 |
| <b>Payments/Credits</b> | \$0.00     |
| <b>Balance Due</b>      | \$1,081.91 |





## REQUEST FOR DECISION

|  |                                |
|--|--------------------------------|
| <b>RFD#:</b> CC-2023-25  | <b>Date:</b> November 14, 2023 |
| <b>Meeting#:</b> CM111423  | <b>Originator:</b> Chris Cvik  |
| <b>RFD TITLE:</b> NDIT Grant Application – Business Façade Improvement Program |                                |

### RECOMMENDATION:

That Council receives the report titled “NDIT Grant Application – Business Façade Improvement Program”, dated November 14, 2023; further, that Council authorizes that supports the application to Northern Development Initiative Trust from the District of Hudson’s Hope and Hudson’s Hope Business Association for a grant of up to \$20,000 from the Business Façade Improvement program; and further, that Council approve the “District of Hudson’s Hope Business Facade Improvement Program 2024 Guidelines”.

### BACKGROUND:

The Business Façade Improvement (BFI) program provides annual grant funding of up to \$20,000 for local governments to enhance economic development by encouraging private sector investment in business façade improvements.

Local governments applying to the program must develop and submit their business façade improvement plan/guidelines, which will guide local business owners on the eligibility criteria to obtain the business façade improvement grant.

Features and benefits of the program include:

- Enhanced economic viability and vibrancy of northern and central B.C. communities by supporting visual improvements such as facades, signage, murals, architectural features, siding, lighting, and awnings;
- Private sector investment in local business improvement;
- Increased assessed values and tax base as a result of improved properties;
- Attractiveness of community to enhance community pride as well as tourism experience; and
- Improved community appearance to support recruitment of new businesses and residents.

Program administration can be managed by the local government administration or delegated to the Chamber of Commerce, Downtown Business Association, Tourism Association, or Economic Development Association.

**DISCUSSION:**

With respect to the District of Hudson's Hope (District) grant application, the program will be administered by the newly created Hudson's Hope Business Association. Ideally, the day-to-day management of the program will be handled by the Economic Development Officer (EDO) that the District has applied to Northern Development Initiative Trust (NDIT) for \$50,000 in funding. If successful, the EDO will report directly to the Business Association, with the District's role limited to administration (i.e., payroll and reporting).

If the District's application is successful, the funding terms of the program provide up to \$20,000 in grant funding (50% to a maximum of \$5,000 per façade improvement project) each calendar year.

**Application Intake Deadlines**

Funding applications are accepted to this program on an annual intake cycle. Applications will be accepted in the last quarterly intake of each year (November) to allow approval by the regional advisory committee in time for the following fiscal year. The deadline for the November intake is November 15, 2023.

**Eligible Costs**

Eligible Costs can include direct third-party project labour costs, contractor fees, construction tools, equipment rental, and project related materials and supplies.

**FINANCIAL CONSIDERATIONS:**

If approved, the District will have to include the costs for the program in the 2024 financial plan. The NDIT grant is disbursed at **project completion**. Reporting for the Business Façade Improvement administration year is due by January 31 of the following year. Once reporting has been processed by NDIT a cheque will be issued and mailed out.

**ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "NDIT Grant Application – Business Façade Improvement Program", dated November 14, 2023, for discussion.
2. That Council provides further direction.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. District of Hudson's Hope Business Façade Improvement Program 2024 Guidelines
2. [NDIT Business Façade Improvement Program Overview](#)

Prepared by:

*Chris Cvik*

Chris Cvik, Special Projects

Approved by:

*Crystal Brown*

Crystal Brown, CAO



**The District of Hudson's Hope**

# **Business Façade Improvement Program**

## **2024 Guidelines**

## **Program Purpose and Goals**

Funding for the District of Hudson's Hope Business Façade Improvement program is provided by Northern Development Initiative Trust.

## **The Program**

Working through the Hudson's Hope Business Association, the program guidelines are intended to maximize the program benefit for improving aesthetics of commercial areas.

The District of Hudson's Hope will provide a 50% reimbursement grant up to a maximum of \$5,000 per project to improve the facades of commercial buildings.

Each building is eligible for an annual grant to a maximum of \$5,000. Each year a building may access the Business Façade Improvement program for new/incremental façade improvements.

Projects must have a minimum total cost of \$1,000.

Application deadline is May 31, 2024.

The Business Façade Improvement program is offered by the District of Hudson's Hope with funding provided by Northern Development Initiative Trust.

## Eligible Areas

The eligible area that can participate in the business façade improvement program is shown on the attached map below. Priority will be given to C1 and then C2 areas.



## Eligible Applicants

- Applicant must be either the property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant)
- Non-profit and enterprising non-profit organizations (tenants)
- Home based businesses which are zoned commercial, have a storefront and are within the specified area
- Home based businesses without a commercial storefront (eligible for wayfinding signage only)
- Property taxes pertaining to the property are fully paid and current
- Current, valid business licenses for the property (unless otherwise exempt)
- No outstanding building permits, stop work orders, or development permit condition requirements outstanding

- Subject building has not received a previous grant under this program for the proposed improvements

### **Ineligible Applicants**

- Residential homes located in the commercial area
- Apartment buildings
- Government owned buildings (municipal, provincial or federal, even if they have business tenants)
- Properties outside the specified area (as defined in Eligible Areas)
- Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building in anticipation of re-opening)

### **Eligible Façade Improvements**

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement)
- Exterior architectural features
- Exterior surfaces and details (decorative details, moldings, trims etc.)
- Windows (only if part of larger enhancements, no stand-alone window replacement)
- New siding
- Façade painting
- Entrances and doorways (only if part of larger enhancements, no stand-alone entrance/doorway replacement)
- Awnings
- Signage (permanent on applicant property)
- Wayfinding signage (sign located on the business property i.e. at the bottom of a driveway).
  - Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations
- Accessibility improvements (ramps, wider doors etc.) to the outside of the building only
- Patios [The municipality defines eligible patio criteria]

### **Ineligible Façade Improvements**

The following improvements are ineligible:

- Routine maintenance
- Structural repairs
- Roofs
- Non-permanent fixtures (benches, planters, patio heaters etc.)
- Landscaping
- Paving
- Fencing
- Interior/internal improvements

- Improvements not visible from the public right of way
- Construction of additions, accessory buildings or new buildings
- Improvements that have been started prior to application approval
- Improvements deemed inconsistent with redevelopment purposes and design guidelines

### **Eligible Costs/Expenses**

- Direct project labour costs
- Design, architectural or engineering fees (related to facade only)
- Contractor fees
- Rental of tools and equipment
- Project related materials and supplies
- Shipping and/or freight
- PST

### **Ineligible Costs/Expenses**

- Staff wages and/or benefits
- Purchase of construction tools or equipment
- Operational costs including utilities (hydro, gas etc.)
- Duties
- Permit fees
- Expenses related to improvement to the building façade not visible from the public right of way
- Façade improvement expenses started prior to application approval
- GST

### **Design Guidelines**

To be eligible for this grant, the applicant must submit designs and costing for the project.

Grants will be awarded based on a process managed by the Economic Development Officer (EDO). The priority will be established on a first-come-first served basis starting with businesses located along the main traffic corridor of Beattie Drive and then work outwards to businesses zoned C1 – Town Centre Commercial and then C2 – Service Commercial.

Designs need to clearly outline the proposed improvements to allow the review committee to accurately evaluate the project and clearly see that the finished product looks like what was intended during the application process.

Projects must be as consistent as possible with the general form and character of the design guidelines set out for the area. These guidelines are contained in the District's Zoning Bylaw 823, 2013, and can be found on the District's website at: <https://hudsonshope.ca/bylaws/zoning-bylaw-no-823-2013-consolidated/>

Building, sign and/or other permits may be required based on the extent of the improvements to be completed. These requirements are not waived by approval for the Business Façade Improvement Program and should be applied for prior to or concurrently with application for this program.

### **Business Application Process**

Applications are to be submitted in writing and dropped off at the District Office to the attention of the Economic Development Officer.

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Business Façade Improvement Program Guidelines.

1. Owner/Tenant contacts the Municipality to determine if the building qualifies for the Façade Improvement Program, discuss your project, and obtain the Program Guide and Application.
2. Owner/Tenant submit a complete application with designs. All required supporting materials and documents (including owner authorization) must be received prior to be considered complete.
3. Staff reviews the application and proposed façade improvements to ensure that improvements meet the applicable Design Guidelines and Business Façade Improvement Program Guidelines.
4. Applications are reviewed and a decision to accept or reject the application is made.
5. Applicant is advised of the decision by email and mailed letter.
6. For successful applications, a Letter of Understanding is sent to the applicant which must be signed by the owner/tenant and a representative of the Municipality.
7. Owner/Tenant acquires any required permits and completes the renovations.
8. Owner/Tenant provides verification of expenses and proof of payment (including invoices or other confirmations of payment) and submits their totals on the provided expense tracking sheet.
9. Owner/Tenant provides a Certification of Completion signed by the applicant or contractor, indicating that all work described in the application/approval and has been paid in full, as well as before and after photos (matching) and any other supporting documentation.
  - a. Owner/Tenant acknowledges they may be contacted by the Municipality or Northern Development to supply a testimonial about the value of the supported façade improvement to the business.
10. Owner/Tenant provides proof that the improvements have passed final inspection for municipal permits (where required) and meet all building standards and codes (where required).
11. Staff verifies that the renovations meet the Letter of Understanding requirements and approves reimbursement.
12. Applicant is issued a cheque.

### **Please note:**

Approved projects must be completed by Year End (December 31).

## **Evaluation/Selection Process**

The Hudson's Hope Business Façade Improvement program will be overseen by a Project Review Committee of 3 members, including: 1 Council Member, one Staff Member and one Chamber of the Hudson's Hope Business Association. All Eligible Projects will be evaluated using the following ranked criteria:

- Does the project for which the funds are being sought meet the applicable Design Guidelines?
- Will the project once complete have a noticeable impact on the streetscape?
- Will the renovation offer a noticeable improvement on the streetscape?
- Was a professional designer or architect used?

## **Additional Information**

Application to the Business Façade Improvement Program is being made in conjunction with an application for funding for an Economic Development Officer (EDO). The EDO would be responsible for managing the Business Façade Improvement Program.



## REQUEST FOR DECISION

**REPORT TO:** Mayor and Council

**DATE:** November 14, 2023

**FROM:** Andrea Martin

**RFD TITLE:** Christmas Eve and New Year's Eve Office Hours

### **RECOMMENDATION:**

That Council receives the report titled "Christmas Eve and New Year's Eve Office Hours", dated November 14, 2023, further, that Council authorizes that the District of Hudson's Hope Office and Public Works to close at noon on Friday, December 22, 2023, and Friday, December 29, 2023, in lieu of Christmas Eve and New Year's Eve.

### **BACKGROUND:**

The Council for the District of Hudson's Hope has traditionally closed the municipal office and Public Works at noon on Christmas Eve and New Year's Eve and Staff is seeking Council approval for this year.

### **DISCUSSION:**

This year as Christmas Eve and New Year's Eve falls on a Monday, so staff are looking for authorization to close on noon the Friday before.

### **FINANCIAL CONSIDERATIONS:**

There may be exceptions for Staff who may need to work during the mentioned hours, for example, if snow removal is required, they will work their normal shift and be paid overtime only if there is a requirement to work beyond their normal shift.

### **ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "Christmas Eve and New Year's Eve Office Hours", dated November 14, 2023, for information.
2. That Council provide further direction.

**ATTACHMENTS AND EXTERNAL LINKS:**

None.

Prepared by:

*Andrea Martin*

Andrea Martin, Corporate Officer

Approved by:

*Crystal Brown*

Crystal Brown, CAO



## REQUEST FOR DECISION

**TO: Mayor and Council**

**DATE: November 14, 2023**

**FROM: Chris Cvik**

**RFD TITLE: Temporary Commercial Use Permit Application**

### **RECOMMENDATION:**

That Council receives the report titled "Temporary Commercial Use Permit (TCUP) Application", dated November 14, 2023; further, that Council authorizes the Approving Officer or designate to approve in the three-year TCUP for the laydown yard and materials building located at PID 014 825 597 Block B Part NW1/4 of District Lot 1202 in the District of Hudson's Hope.

### **BACKGROUND:**

On July 5, 2023, Valerie Paice applied for a Temporary Commercial Use Permit (TCUP). The intended use of the land is for a laydown yard for oil and gas exploration operations. Additionally, there is a proposed building of approximately 20' X 30' to store equipment, supplies, and materials related to the exploration of oil and gas.

### **DISCUSSION:**

The proposed TCUP No. 2023 - 01 was advertised and notice was provided to neighbouring properties and a public input process was scheduled for the November 14, 2023, Council Meeting. In addition, the TUP application was referred to external agencies for comment:

- Ministry of Transportation and Infrastructure.

Official Community Plan: The subject property is designated Rural Residential and is used for low density single-detached housing.

Section 2.12. in the Official Community Plan (OCP) allows that in any area of the municipality, Council may issue a temporary use permit for commercial and industrial uses in accordance with Section 920.2 of the Local Government Act.

A Temporary Use Permits may be issued for a three-year period and may be renewed once. Factors that go into consideration on whether to approve the TUP include:

1. Is not noxious or undesirable because of smoke, noise, vibration, dirt, glare, odour, radiation, electrical interference, or an offensive trade within the meaning of the Health Act, as amended from time to time;
2. Does not have a negative impact on adjacent lands;
3. Does not create a significant increase in the level or demand for services;
4. Does not permanently alter the site upon which it is located;
5. Complies with all the conditions specified by Council in the Temporary Commercial or Industrial Use Permit; and
6. Complies with other provincial and federal enactments.

Based on the information provided by the applicant, this proposal meets the intent of the OCP and therefore administration is in support of approving in principle the TCUP application.

Land Use Zoning: Pursuant to Zoning Bylaw 823, 2013, the subject property is zoned RU2 Rural Agriculture. Land use within this zone does not allow lay down yards as a permitted use and therefore this Temporary Use Permit is required.

Building Permit Area: The subject property is within the Building Permit area.

Development Permit: The subject property is in a Rural Develop Permit area and the 20 X 30 proposed building exceeds the 10 square metre limit therefore, the Development Permit is required.

Agricultural Land Reserve (ALR): Based on the diagram provided by the applicant, a portion of property is in the ALR; however, the proposed laydown yard and building is not, therefore an application to the Agriculture Land Commission is not required.

#### **FINANCIAL CONSIDERATIONS:**

None at this time.

#### **ALTERNATIVE OPTIONS:**

1. That Council receives the report titled "Temporary Commercial Use Permit (TCUP) Application", dated November 14, 2023, for discussion.
2. That Council provides further direction.

#### **ATTACHMENTS AND EXTERNAL LINKS:**

None

Prepared by:

*Chris Cvik*

Chris Cvik, Special Projects

Approved by:

*Crystal Brown*

Crystal Brown, CAO



## REQUEST FOR DECISION

**To: Mayor and Council**

**Date: November 14, 2023**

**Originator: Becky Mercereau**

**RFD TITLE: Election And Assent Voting Bylaw No. 940, 2023**

### **RECOMMENDATION #1:**

That Council receive the report titled "Election and Assent Voting Bylaw No. 940, 2023" dated November 14, 2023; further, that Council give "Election and Assent Voting Bylaw No. 940, 2023" first and second reading.

### **RECOMMENDATION #2:**

That Council give "Election and Assent Voting Bylaw No. 940, 2023" third reading.

### **BACKGROUND:**

On October 18, 2023, Kelly Miller provided his notice of resignation to the Corporate Officer, leaving one seat on Council vacant. As per the *Local Government Act (LGA)*, the District of Hudson's Hope (District) must now hold a by-election as soon as reasonably possible to fill the vacant seat on Council. During the last by-election in July 2023, it was noted by staff that the "General Local Election Government Election Bylaw No. 839, 2014" and "Mail Ballot Authorization and Procedure Bylaw No. 753, 2008" needed to be amended to better align with new provincial legislation. Staff are recommending that the existing bylaws be repealed and replaced with "Election and Assent Voting Bylaw No. 940, 2023".

### **DISCUSSION:**

Key changes from the previous bylaw are as follows:

- a. **Mail Ballot Voting** - On June 17, 2021, the Province amended Section 110 of the *LGA* to allow all voters to vote by mail ballot. Previously, the *LGA* limited mail ballot opportunities to those who had challenges attending the voting place or would not be in the community on general voting day. As per the new additions to the *LGA*, if a local government chooses to allow mail ballot voting opportunities, it must be authorized by bylaw and offered to all voters with no restrictions. "Mail Ballot Authorization and Procedure Bylaw No. 753, 2008" limits mail ballot opportunities to persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity. Amending the District's bylaw to allow any person who wishes to vote to vote by mail will provide increased access to voting for residents who may not venture out to vote in person.

- b. **Mail Ballot Procedures** - Mail ballot voting procedures are more clearly articulated in the new bylaw. The rapid increase in mail ballot voting during COVID-19 resulted in new guidance and best practices for administering and managing the mail ballot voting process. In the new bylaw, the Chief Election Officer (CEO) can establish different registration procedures for mail ballot voting and determine where mail ballots will be accepted for return.
- c. **Mail Ballot Acceptance or Rejection** – the previous bylaw restricted mail ballots to be received by the CEO by 4:00 pm on the Thursday before general voting day. The new bylaw allows mail ballots to be received by the CEO until the close of general voting day.
- d. **Advanced Voting** – The new bylaw establishes that the District will not hold a second advanced voting opportunity as the population of the District is below 5000.
- e. **Special Voting Opportunities** - Scheduling of special voting opportunities is delegated to the CEO. The previous bylaw specified special voting to be made available only on the 10<sup>th</sup> day before general voting day to residents of the Silver Willow Court from 2:00 pm to 3:30 pm. By removing the stipulation from the bylaw and delegating the responsibility to the CEO to determine which special voting opportunities will be held and to schedule the times and eligibility, there is no possibility that a Ministerial Order will be needed to authorize the suspension of any bylaw provisions.
- f. **Time Limits** – The new bylaw authorizes the CEO to establish time limits in relation to voting by mail, including:
  - The date by which the mail ballot packages will be sent by mail;
  - The date by which mail ballot packages will be available for pick up at the District Office;
  - The locations and time limits that apply to the return of mail ballot packages; and
  - The locations and times limits for opening certification envelopes prior to the close of voting on general voting day.

#### **FINANCIAL CONSIDERATIONS:**

None at this time.

#### **ALTERNATIVE OPTIONS:**

1. That Council receive the report titled “Election and Assent Voting Bylaw No. 940, 2023” dated November 14, 2023; further, that Council give “Election and Assent Voting Bylaw No. 940, 2023” first and second reading; and further, that Council refer “Election and Assent Voting Bylaw No. 940, 2023” back to staff for changes.
2. That Council provide further direction.

**OTHER CONSIDERATIONS:**

If the bylaw receives first three readings by Council, staff will bring forward the bylaw to the November 27, 2023, Council Meeting for adoption. If the bylaw is adopted on November 27, 2023, as per the LGA, the earliest day that the CEO could set the by-election for the empty Councillor position will be February 24, 2024. If Council chooses to refer the bylaw back to staff for additional changes before giving third reading, this will impact the date of the by-election.

**ATTACHMENTS AND EXTERNAL LINKS:**

1. Election Voting Bylaw No. 940, 2023
2. General Local Election Government Election Bylaw No. 839, 2014
3. Mail Ballot Authorization and Procedure Bylaw No. 753, 2008

Prepared by:

*Becky Mercereau*

Becky Mercereau, Admin

Approved by:

*Crystal Brown*

Crystal Brown, CAO



**DISTRICT OF HUDSON'S HOPE  
BYLAW NO. 940, 2023**

A bylaw to establish procedures  
for elections and assent voting.

---

**WHEREAS** under the *Local Government Act*, the Council wishes to establish procedures and requirements to be applied for local government elections and assent voting;

**NOW THEREFORE**, the Council of the District of Hudson's Hope, in an open meeting assembled, enacts as follows:

**PART 1: GENERAL PROVISIONS**

- 1.1 This bylaw may be cited as "Election and Assent Voting Bylaw No. 940, 2023."
- 1.2 If any portion of this bylaw is declared invalid by a court, the invalid portion shall be severed, and the remainder of the bylaw is deemed valid.
- 1.3 The headings used in this bylaw are for convenience only and do not form part of this bylaw and are not to be used in the interpretation of this bylaw.
- 1.4 Any enactment referred to herein is a reference to an enactment of the Province of British Columbia and regulations thereto, as amended, revised, consolidated, or replaced from time to time.
- 1.5 The following bylaws and their amendments are hereby repealed:
  - a) District of Hudson's Hope Election Bylaw No. 839, 2014; and
  - b) District of Hudson's Hope Mail Ballot Authorization and Procedure Bylaw No. 753, 2008.

**PART 2: DEFINITIONS**

- 2.1 In this bylaw,

**"Applicant"** means an elector who wants to vote by mail and who makes a request for a mail ballot, either by phone, fax, email, or in person;

**"Authorized Person"** means a person that the Applicant has authorized, on the Applicant's behalf to:

- a) Pick up a mail ballot package, or
- b) Drop off a completed mail ballot package;

**“CEO”** means Chief Election Officer;

**“District”** means the District of Hudson’s Hope;

**“District Website”** means [www.hudsonshope.ca](http://www.hudsonshope.ca) ;

**“District Office”** means the location at 9904 Dudley Drive, Hudson’s Hope, BC; and

**“LGA”** means the *Local Government Act*;

**“Mail Ballot Register”** means the records that the CEO must keep in relation to the mail ballot voting that includes:

- a) The name, address, and contact information for the person who requested a mail ballot;
- b) An indication of whether the Applicant requests a resident elector mail ballot package or a non-resident mail ballot package;
- c) The method by which the mail ballot was requested (in person, by mail, fax, phone, or email);
- d) The date the request for the mail ballot was received;
- e) The mail ballot delivery method option requested by the Applicant, including:
  - i. In person pick up by Applicant,
  - ii. In person pick up by Authorized Person,
  - iii. By regular mail to the Applicant, to their residential address, or an address provided by the Applicant different than the residential address, or
  - iv. By courier, at the Applicant’s expense;
- f) The name of the Authorized Person on behalf of the mail ballot voter to pick up or return a mail ballot package;
- g) The date the mail ballot package was issued and the method by which the mail ballot package was delivered to the Applicant;
- h) The date the mail ballot package was returned; and
- i) Whether or not the mail ballot certification was accepted or rejected.

### **PART 3: ELECTION PROCEDURES**

#### **Access to Nomination Documents**

- 3.1 The CEO must make nomination documents available for public inspection on the District Website from the time of delivery until 30 days after the declaration of election results.

#### **Voter Registration**

- 3.2 A person may register as an elector:
- a) During advance registration in accordance with the *LGA*;
  - b) At the time of voting; or
  - c) By mail in conjunction with mail ballot voting.

**Advance Voting Opportunities**

- 3.3 Advance Voting Opportunity shall be held for an election or other voting on the 10th day before general voting day.
- 3.4 As the municipality is under a population of 5,000, a second advance voting opportunity will not be held.
- 3.5 The voting hours for advance voting opportunities shall be from 8:00 a.m. to 8:00 p.m.

**Special Voting Opportunities**

- 3.6 The CEO may establish special voting opportunities and may designate the dates, locations, and set the voting hours for these special voting opportunities, within the limits set out in the *LGA*.

**PART 4: MAIL BALLOT VOTING**

**Mail Ballot Voting Authorization**

- 4.1 As authorized by the *LGA*, voting may be done by mail ballot.
- 4.2 The CEO is authorized to establish time limits in relation to voting by mail, including:
- a. The date by which the mail ballot packages will be sent by mail;
  - b. The date by which mail ballot packages will be available for pick up at the District Office;
  - c. The locations and time limits that apply to the return of mail ballot packages; and
  - d. The locations and time limits for opening certification envelopes prior to the close of voting on general voting day.

**Mail Ballot Voting Application Procedure**

- 4.3 The CEO shall maintain and make available for public viewing upon request a Mail Ballot Register that is sufficient to permit a challenge of an elector's right to vote in accordance with the intent of the *LGA*.
- 4.4 An elector may apply for a mail ballot package by telephone, fax, email, or in person at the District Office from the time an Election by Voting is declared until 4:00 pm on the day before general voting day.
- 4.5 The CEO, upon receipt of a mail ballot package request, shall:
- a) Verify that the Applicant is eligible to vote as a resident or non-resident voter;
  - b) As soon as practically possible, prepare a mail ballot package for either a resident or non-resident voter that complies with the required content provisions for a mail ballot package contained in the *LGA*;
  - c) As per the Applicant's direction, distribute the mail ballot package in any of the following ways:

- i. Sending the mail ballot package by Canada Post;
    - ii. Sending the mail ballot package by courier at the expense of the Applicant;
    - iii. Having the mail ballot package picked up by the Applicant at a designated time and location; or
    - iv. Having the mail ballot package picked up by an Authorized Person at a designated time and location; and
  - d) Update the Mail Ballot Register.
- 4.6 The CEO may request that an Authorized Person show identification and sign a form before releasing the mail ballot package to an Authorized Person.
- 4.7 If, upon receiving a request for a ballot or mail ballot, the CEO determines that another person has voted or been issued a mail ballot package in the elector's name, the CEO shall comply with the *LGA*.

**Mail Ballot Voting Procedure**

- 4.8 The Applicant, upon receipt of the mail ballot package, shall:
- a) Mark their ballot by following the instructions contained in the mail ballot package;
  - b) Place each ballot inside the secrecy envelope provided for the ballot and seal the secrecy envelope;
  - c) Place the secrecy envelope inside the certification envelope provided for that ballot and seal the certification envelope;
  - d) Complete each certification envelope and declaration by following the instructions contained in the mail ballot package;
  - e) Place the certification envelope, the application for mail ballot registration, and any additional information required for registration, including proof of property ownership and non-resident property elector consent form, as applicable, in the outer envelope, and seal the outer envelope; and
  - f) Mail or deliver the outer envelope and its contents to the CEO at the specified address so that the CEO receives it before the close of voting on general voting day.

**Mail Ballot Acceptance or Rejection**

- 4.9 The CEO, upon receipt of the returned sealed mail ballot package, shall:
- a) Record the date of receipt of the returned sealed mail ballot package in the Mail Ballot Register; and
  - b) In the presence of at least one other person, open the mail ballot package and examine the certification envelope and any additional documentation submitted by the Applicant to:
    - i. Confirm the identity of the elector as an Applicant on the Mail Ballot Register,
    - ii. Determine the Applicant's entitlement to vote, and
    - iii. Determine the completeness of the certification envelope.

- 4.10 If the CEO is satisfied that the elector has met the requirements in Section 4.9 (b), the CEO shall mark the certification envelope as “accepted” and place the accepted certification envelope with the other certification envelopes.
- 4.11 If the CEO is not satisfied as to the identity of the elector, or the Applicant has not completed the application to register properly, the CEO shall mark the certification envelope as “rejected”, indicate the reason for the rejection, and set aside the rejected certification envelope unopened.
- 4.12 The unopened accepted certification envelopes shall remain in the custody of the CEO until:
- a) The time specified by the CEO under Section 4.2 (d) as to when the CEO will open the accepted certification and place the secrecy envelopes into the designated mail ballot box; or
  - b) The close of voting on General Voting Day.
- 4.13 At the close of general voting day, the CEO shall, in the presence of at least one other person, open the remaining unopened accepted envelopes, and place the secrecy envelopes containing the ballots into the designated mail ballot box.
- 4.14 As soon as possible after all the secrecy envelopes have been placed in the designated mail ballot box, the CEO, in the presence of at least one other person, shall supervise:
- a) The opening of the designated mail ballot boxes;
  - b) The opening of the mail ballot secrecy envelopes; and
  - c) The counting of the ballots in accordance with the *LGA*.
- 4.15 If the CEO receives a returned mail ballot package after the close of general voting day, the CEO shall:
- a) Mark the return envelope as “rejected”;
  - b) Indicate the reason why the return envelope was rejected on the return envelope; and
  - c) Place the unopened return envelope with the other rejected return envelopes.
- 4.16 The CEO shall retain all opened accepted certification envelopes and all unopened rejected certification envelopes until destruction is permitted under the *LGA*.

**PART 5: REPLACEMENT OF SPOILED BALLOT**

- 5.1 If an elector unintentionally spoils a mail ballot before returning it to the CEO, the elector may request a replacement ballot by advising the CEO of the ballot spoilage and mailing or delivering the spoiled ballot packaged in its entirety to the CEO.

**PART 6: CHALLENGE OF ELECTOR**

- 6.1 A person who qualifies under the *LGA* may challenge the right of a person to vote by mail ballot under the same conditions set out in the *LGA* for a person voting by ballot until a mail ballot has been issued to the person.

**PART 7: RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT**

- 7.1 In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with the *LGA*.

READ A FIRST TIME the \_\_\_\_ day of \_\_\_\_\_, 2023.

READ A SECOND TIME the \_\_\_\_ day of \_\_\_\_\_, 2023.

READ A THIRD TIME the \_\_\_\_ day of \_\_\_\_\_, 2023.

ADOPTED the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CORPORATE OFFICER

Certified a true copy of

“Election and Assent Voting Bylaw No. 940, 2023”

this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
CORPORATE OFFICER



## **BYLAW NO. 839, 2014**

---

A bylaw to provide for the determination of various procedures  
for the conduct of elections and other voting.

---

WHEREAS under the *Local Government Act*, the Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

AND WHEREAS the Council wishes to establish voting procedures and requirements under that authority;

NOW THEREFORE, the Council of the District of Hudson's Hope, in open meeting assembled, enacts as follows:

### **CITATION**

1. This Bylaw may be cited as "General Local Government Election Bylaw No. 839, 2014."

### **ADVANCE VOTING OPPORTUNITIES**

2. As authorized under Section 97(2) of the *Local Government Act*, the required Advance Voting Opportunity shall be held for an election or other voting shall be held on the 10<sup>th</sup> day before general voting day.
3. The voting hours for advance voting opportunities are from 8:00 a.m. to 8:00 p.m.
4. Pursuant to section 98 of the *Local Government Act*, the Council authorizes the Chief Election Officer to establish additional voting opportunities for each election to be held in advance of general voting day and to designate the voting places, and to establish the date and voting hours for these voting opportunities.

### **SPECIAL VOTING OPPORTUNITIES**

5. To give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide a special voting opportunity as authorized under section 99 of the *Local Government Act* on the 10<sup>th</sup> day before general voting day for the general local election or other voting during the hours specified and for the electors specified:
  - (i) Silver Willow Court

10104 Ellis Crescent  
Hudson's Hope, BC V0C 1V0  
2:00 pm to 3:30 pm  
Only electors who are residents of the Silver Willow Court may vote at  
this special voting opportunity.

#### RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT

6. In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with section 141 of the *Local Government Act*.

#### REPEAL

7. District of Hudson's Hope Election and Voting Procedures Bylaw No. 591, 1999 is repealed.

Read a First Time the 23<sup>rd</sup> day of June, 2014.  
Read a Second Time the 23<sup>rd</sup> day of June, 2014.  
Read a Third Time the 14<sup>th</sup> day of July, 2014.  
ADOPTED the 28<sup>th</sup> day of July, 2014.

  
MAYOR

  
CLERK

Certified a true copy of Bylaw No. 839  
this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_

\_\_\_\_\_  
Clerk

## DISTRICT OF HUDSON'S HOPE

### Bylaw No. 753

---

**WHEREAS** pursuant to Section 100 of the *Local Government Act*, Council may, by bylaw, permit voting by mail ballot and establish procedures therefor;

**NOW THEREFORE** the Council of the District of Hudson's Hope, in open meeting, enacts as follows:

#### 1. CITATION

- 1.1 This bylaw may be cited as "Mail Ballot Authorization and Procedure Bylaw No. 753, 2008".

#### 2. AUTHORIZATION

- 2.1 Voting by mail ballot and elector registration by mail in conjunction with mail ballot voting are hereby authorized.
- 2.2 The only electors who may vote by mail ballot are the following:
- (a) persons who have a physical disability, illness, or injury that affects their ability to vote at another voting opportunity;

#### 3. APPLICATION PROCEDURE

- 3.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the chief election officer or to the person designated by the chief election officer for such purposes, during the period commencing 7 days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.
- 3.2 Upon receipt of a request for a mail ballot, the chief election officer or designate shall, between the first day of advanced voting and 4:00 pm on the Thursday two days before general voting day:
- (a) make available to the applicant, a mail ballot package as specified in Section 100(7) of the *Local Government Act*, together with a statement advising the elector that the elector must meet the mail ballot criteria specified in Section 2.2 of this bylaw, and that they must attest to such fact; and
  - (b) immediately record and, upon request, make available for inspection:
    - (i) the name and address of the person to whom the mail ballot package was issued; and
    - (ii) whether the person is registered as an elector, or "new elector", if that person is not on the register of electors.

#### **4. VOTING PROCEDURE**

- 4.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.
- 4.2 After marking the ballot, the elector shall:
- (a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
  - (b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;
  - (c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
  - (d) mail, or have delivered, the outer envelope and its contents to the chief election officer at the address specified so that it is received no later than the close of voting on general voting day.

#### **5. BALLOT ACCEPTANCE OR REJECTION**

- 5.1 Until 4:00 pm on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the chief election officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:
- (a) the identity and entitlement to vote of the elector whose ballot is enclosed; and
  - (b) the completeness of the certification; and
  - (c) the fulfilment of the requirements of Section 56 of the *Local Government Act* in the case of a person who is registering as a new elector;
- the chief election officer or designate shall mark the certification envelope as "accepted", and shall retain in his custody all such certification envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.
- 5.2 The unopened certification envelopes shall remain in the custody of the chief election officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.
- 5.3 At 4:00 pm on the Thursday two days before general voting day, the chief election officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

- 5.4 Where an outer envelope and its contents are received by the chief election officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 5.1 of this bylaw with regard to ballot acceptance shall apply and the chief election officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.
- 5.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the chief election officer or designate, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.
- 5.6 Where:
- (a) upon receipt of an outer envelope, the chief election officer is not satisfied as to the identity of the elector whose ballot is enclosed; or
  - (b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Section 56 of the *Local Government Act*; or
  - (c) the outer envelope is received by the chief election officer or designate after the close of voting on general voting day,
- the certification envelope shall remain unopened and the chief election officer shall mark such envelope as "rejected", and shall note the reasons therefor, and the ballot contained therein shall not be counted in the election.
- 5.7 Any certification envelopes and their contents rejected in accordance with Section 5.6 of the bylaw shall remain unopened and shall be subject to the provisions of Section 150(6) of the *Local Government Act* with regard to their destruction.

## **6. CHALLENGE OF ELECTOR**

- 6.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 116 of the *Local Government Act*, until 4:00 pm on the Thursday two days before general voting day.
- 6.2 The provisions of Section 116(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

**7. ELECTOR'S NAME ALREADY USED**

- 7.1 Where, upon receiving a request for a mail ballot, the chief election officer determines that another person has voted or has already been issued a mail ballot in the elector's name, the provisions of Section 117 of the *Local Government Act* shall apply, so far as applicable.

**8. REPLACEMENT OF SPOILED BALLOT**

- 8.1 Where an elector unintentionally spoils a mail ballot before returning it to the chief election officer, the elector may request a replacement ballot by advising the chief election officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the chief election officer or designate.
- 8.2 The chief election officer shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3.2 of this bylaw.

Read for a First Time on the 23<sup>rd</sup> day of June, 2008.

Read for a Second Time on the 14<sup>th</sup> day of July, 2008.

Read for a Third Time on the 14<sup>th</sup> day of July, 2008.

Adopted on the 14<sup>th</sup> day of July, 2008.

L. M. Harwood  
MAYOR

Bonnie  
CLERK

Certified a true copy of Bylaw No. 753  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Clerk



## **Hudson's Hope Breakfast with Santa Event**

### **Request for Donations**

It's that time of the year where we start thinking about the upcoming holiday season, and with that comes the annual BC Hydro Breakfast with Santa event in Hudson's Hope. For many years, a group of dedicated BC Hydro volunteers plan a family friendly Holiday event for the children of Hudson's Hope that includes a delicious pancake breakfast and an opportunity for each registered family to visit with Santa and each child under 12 receives a gift.

To make this wonderful event happen, we are looking for donations and financial support to help cover some of the numerous expenses associated with this event. The costs consist of food for upwards of 250 people, wrapping & gifts for approximately 150 children and the rental of the community hall, and a few small appreciation gifts for our hard working volunteers.

Although this event is organized by BC Hydro employees, it is a community event reaching out to all the children of Hudson's Hope and their families. We welcome volunteers from other companies and from the community to help make this event a success. Should you choose to donate, we will promote your business on posterboards at the event as well as other communications out to the community via the Hudson's Hope Bulletin and HHPA's leading up to the event.

We appreciate you taking the time to consider supporting this event to help bring joy to the children of Hudson's Hope this upcoming holiday season!

Sincerely,

Children's Holiday Event Team Members

Miah Phelps  
250-783-7410  
[Miah.Phelps@bchydro.com](mailto:Miah.Phelps@bchydro.com)

Stephanie Gonwick  
250-783-5011  
[Stephanie.Gonwick@bchydro.com](mailto:Stephanie.Gonwick@bchydro.com)

*\*Cheques can be made out to the BC Hydro Social Club*



The Northern Trails Heritage Society (NTHS) was established in 2015 to connect the museums in the Northeastern part of British Columbia. The NTHS shares heritage issues, practices and programs among the museums, archives and individuals in the Peace River Regional District and the Northern Rockies Regional Municipality.

---

November 6, 2023

District of Hudson's Hope  
9904 Dudley Drive  
PO Box 330,  
Hudson's Hope, BC  
V0C 1V0

Dear Mayor Quibell and Council,

Please support the Northern Trails Heritage Society's Christmas programs.

[ANorthernHeritageChristmas.ca](http://ANorthernHeritageChristmas.ca)

.... Came about because of the COVID-19/Coronavirus Pandemic. The first winter found many of the ways that Christmas is celebrated to be different. As our regular lives changed because of what happened across the planet, we came up with a new, safer ways to celebrate and curate our existing traditions. A Northern Heritage Christmas was our contribution to this change! Our goal is to bring our readers a new and unique hub for everything Christmas in Northern BC.

Together with our partners, we're dedicated to gathering all your favourite Christmas traditions in one convenient place. Read, watch, sing .... download and share!

And now with other recent changes (the closing of our local newspapers), our organization has new plans to add to our online program. A printed Christmas Carol Booklet.

3,000 copies will be produced and distributed throughout our northeastern BC communities... The Christmas Carol Booklet will be available online - showcased via our social channels, and Free copies will be made available at any Museum, local supporting businesses, at Community Christmas light up events, local schools, churches ect.

We would welcome the District of Hudson's Hope support of our project in the manner of a advertisement.

Thank you for your consideration.

Robin Holstein, Vice Chair  
P: 250-785-3586 | C:250-574-3572  
E: [robin@rgstrategies.com](mailto:robin@rgstrategies.com)  
W: [www.nths.ca](http://www.nths.ca)



# Holiday Carol Booklet



# online Karaoke

A NORTHERN HERITAGE CHRISTMAS .CA

## BOOKLET SPONSORSHIP

Limited Space Available - Book by November 8th

1/8th Block (2.4"w x 2.5"h)

☐ \$125.00

1/4 Banner (5.75"w x 2.5"h)

☐ \$240.00

1/2 Page (5.75"w x 4.25"h)

☐ \$400.00

Full Page (5.75"w x 8"h)

☐ \$700.00

## CONTACT INFORMATION

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please Note: there is NO CHARGE FOR DESIGN.

Contract Rate \$ \_\_\_\_\_

SUBTOTAL: \$ \_\_\_\_\_

5% GST (870584273) \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_

PO # \_\_\_\_\_ Date: \_\_\_\_\_

*Thank you. An invoice will follow.*



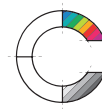
Presented By

Northern Trails Heritage Society  
Tel: 250.787.0430  
E: info@nth.ca  
W: nth.ca



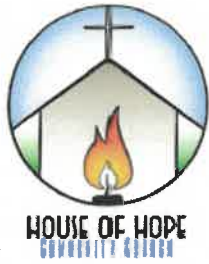
Project Management / Sales

Robin Holstein - RG Strategies  
Tel: 250.785.3586  
E: robin@rgstrategies.com  
W: rgstrategies.com



Design / Web Design

Sean Graham - Chromaside  
C: 250.572.0869  
E: sean@chromaside.com  
W: chromaside.com  
77 of 82



HOUSE OF HOPE COMMUNITY CHURCH

PO Box 473 Hudson's Hope, BC V0C 1V0

T:(250) 999-9116

E: [Office@houseofhousebc.ca](mailto:Office@houseofhousebc.ca)

BN/Registration No: 829313279RR0001

Mayor and Council  
District of Hudson's Hope

PO Box 330  
Hudson's Hope, BC V0C 1V0

Dear Mayor and Council:

RE:Letter of Support Request

The House of Hope Community Church is requesting a letter of support from the District of Hudson's Hope to be able to apply for the BC Hydro GO Fund grant.

We will be applying to host a community tent revival week end in the fall of 2024. The proposed location would be at the Pearkes Centre and would include speakers, 10 or more gospel/worship music teams and meals. This would attract visitors to our community in hopes it to be an annual event.

If you choose to support us, the sample resolution for the grant is as follows:

"THAT, the District of Hudson's Hope supports the application to Northern Development Initiative Trust from the House of Hope Community Church for a grant of up to \$10,000 from the BC Hydro GO Fund."

Please contact our Events Planner Robin Milliken at 250-783-0653 if you have any questions.

Sincerely yours,  
Tonia Alexander  
Treasurer

Hope for Health Society  
Box 356  
Hudson's Hope, BC  
V0C 1V0

October 25, 2024

To:  
Andrea Martin, CO  
District of Hudson's Hope  
9904 Dudley Drive  
Hudson's Hope, BC  
V0C 1V0

Attention: Mayor and Council

Hope for Health Society is requesting a letter of support to support an application for the BC Hydro Go Fund Grant for the second annual Community Wellness Conference: another action-packed three-day event that caters to all ages.

Thank you for your attention and support,

Greta Goddard  
President  
Hope for Health Society  
250-783-0855



## REQUEST FOR DECISION

**TO: MAYOR AND COUNCIL**

**DATE: November 14, 2023**

**FROM: Councillor Winnicky**

**RFD TITLE: Ellis Crescent Speed Review**

### **RECOMMENDATION #1:**

That Council receives the report titled "Ellis Crescent Speed Review" dated November 14, 2023; further, that Council authorizes that staff review the speed limits concerning Ellis Crescent and Paquette Avenue where they intersect or run parallel to the Hudson's Hope Elementary and Secondary School grounds or District of Hudson's Hope owned playgrounds to determine if the speed limit should be reduced from 50 km/hour to 30 km/hour based on the following guidelines:

- a) Guidelines for application and implementation of speed zones around school and playground zones, and
- b) Canadian guidelines for establishing posted speed limits.

### **RECOMMENDATION #2:**

That Council authorizes the submission of a grant application to the British Columbia Vision Zero in Road Safety for Vulnerable Road Users Program, for a grant up to \$20,000, to be used to improve and repair safety signage in the District of Hudson's Hope.

### **BACKGROUND:**

The British Columbia Vision Zero in Road Safety for Vulnerable Road Users Program (Vision Zero in Road Safety Program) supports local governments, Indigenous community governments and non-government organizations to advance evidence-informed road safety improvements resulting in reduced vulnerable road user injuries and reductions in the severity of these injuries. This program aims to generate immediate and long-term injury reduction benefits for vulnerable road users in underserved communities, Indigenous communities, and small and remote communities. It also helps to advance the implementation of innovative, technology-driven, proven, and low-cost road safety crash countermeasures.



### FINANCIAL IMPLICATIONS:

Applications are due January 15, 2024.

Award Amount: \$5,000 to \$20,000

Award Term: April 1, 2024 – March 31, 2025 (12 months)

### ALTERNATIVE OPTIONS:

1. That Council receive the report titled “Ellis Crescent Speed Review” dated November 14, 2023, for discussion.
2. That Council provide further direction.

### ATTACHMENTS AND EXTERNAL LINKS:

1. [BC Supplement to TAC Geometric Design for Canadian Roads](#)
2. [School and Playground Areas and Zones - Transportation Association Canada](#)
3. [BC Vision Zero Grant - FAQs](#)

Prepared by:

*Tashana Winnicky*

Tashana Winnicky, Councillor



## THE DISTRICT OF HUDSON'S HOPE

**REPORT TO:** Mayor and Council

**FROM:** Crystal Brown, CAO

**DATE:** November 14, 2023

**SUBJECT:** NOTICE OF CLOSED SESSION – NOVEMBER 14, 2023

---

### RECOMMENDATION:

THAT Council recess to a Closed Meeting for the purpose of discussing the following items:

- **Agenda Items ICM1 and ICM2** - *Community Charter* Section 90(1)(b), closed meeting minutes, and
- **Agenda Item ICC1** - *Community Charter* Section 90(1)(j), information prohibited from disclosure.

### ALTERNATIVE OPTIONS:

The Council may recess to a Closed Meeting to discuss whether the proposed agenda items properly belong in a Closed Meeting (*Community Charter* Section 90(1) (n)).

*Crystal Brown*

---

Crystal Brown, CAO